

# NADTC Invoice Documentation Guide

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| **Expense Category** | **Reimbursable Expenses** | **Documentation Required**  |
| **Personnel Costs** | Salaries | * Salary Summary using NADTC Invoice Summary Sheet *(employee, position, hours worked, payrate or percentage of time allocated to project).*
* Payroll report or paystub.
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|  | Fringe | * Documentation of rate calculation (approved with final budget).
* Payroll report or paystub.
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| **Meeting/Training Expenses** | Space rental | * Itemized invoice.
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|  | Food *(as reasonable and necessary)* | • Itemized invoice if part of space rental.* Copy of receipt.
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|  | Copying materials | * In-House: Summary sheet showing code grant is billed under with number of copies and calculation of cost
* Purchased: Itemized invoice.
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|  | AV equipment rental | * Itemized invoice.
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|  | Speaker fees/travel costs | • Itemized invoice.* Contract/MOU showing agreed to terms, including rate.
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|  | Accessibility accommodations (i.e., captions, language interpretation)  | • Itemized invoice. |
|  | Travel costs for participating community members | * Summary sheet showing number of miles x mileage reimbursement rate (not to exceed current [GSA mileage rate](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates)).
* Receipt showing date, fare amount.
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|  | Stipends/gift cards for participating community members | * Copy of cancelled check, or receipt if gift card.
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| **Travel Costs** *(Explain**Purpose of travel and how it relates to the project.)* | Mileage | * Summary sheet showing number of miles x mileage reimbursement rate (not to exceed current GSA mileage rate).
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|  | Airfare, Parking, Ground Transportation and Lodging | * Copy of receipts (not just credit card charge).
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|  | Meals  | * Copy of *itemized* receipts (not just credit card charge).
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| **Subcontracted Services** | Consultants | * Itemized invoice, including project-related activities.
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|  | Consultant Travel | * Itemized invoice, including purpose of trip and how it relates to project.
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| **Other Direct Costs** | Office Space Rental/Utilities | * Copy of bill or lease with calculation of share of total cost.
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|  | Telephone/fax/internet service | * Copy of bill with calculation of share of total cost.
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|  | Photocopying/Duplication  | * In-House: Summary sheet showing code grant is billed under with number of copies and calculation of cost
* Purchased: Itemized invoice.
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|  | Printing | • Itemized invoice. |
|  | Mailing (UPS, Fed Ex, USPS, etc.) | * Copy of receipt.
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|  | Postage metered mail | * Meter bill with number of pieces times rate.
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|  | Office Supplies | * Copy of receipt or itemized invoice.
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|  | Marketing/Media/Outreach | * Copy of receipt or itemized invoice.
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| **Indirect Costs** | Percentage of direct costs (identify which) | * Details regarding how indirect costs are calculated, including a copy of the organization’s approved Indirect Rate, must be submitted with final budget.
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