**Start-up and Expansion Grants for At-Risk Afterschool and Summer Meal Programs**

**Expense Documentation Requirements**

The following documents must be submitted with a Claim Expense Report prior to approval and payment of a reimbursement claim. Depending on the grant expenses being claimed, different supporting documentation is required.

**Food Service**

**Food Service Equipment**

* Receipt or Invoice showing a $0 balance

**Sanitation Inspection related repairs/fees**

* Receipt or Invoice showing a $0 balance
* Copy of Sanitation Inspection report

**Outreach and Enrichment**

* Receipt or Invoice showing a $0 balance

**Transportation**

**Transportation Related Purchases**

* Receipt or Invoice showing a $0 balance

**Vehicle Mileage Reimbursement**

Detailed Mileage Log listing:

* Date and time of each trip (if multiple, separate trips per day)
* Start and End of trip odometer reading
* Number of miles per trip
* Route identification if multiple routes are used or itinerary for trip

**Labor Costs (All)**

Detailed Time Sheet including:

* Staff Name
* Date and time of hours worked
* Daily allocation of hours to grant related activities
* Description of grant activities or grant allocation code
* Staff signature or explanation of time clock system where staff log and verify hours worked each day

Payroll Records/Paystub

* Staff Name
* Pay period
* Pay rate
* Amount paid during pay period
* Allocation of benefits to the grant based on grant hours worked identified (if necessary)

**Additional supporting documentation details**

**Receipts/Invoices**

Receipts and invoices must be submitted for all foodservice, outreach and enrichment, and transportation related purchases. Receipts and invoices must show that charges were paid in full prior to the assigned grant ““expend by date””. If the receipt/invoice does not have a $0 balance, additional documentation showing that the bill has been paid is required. This can include an email from the vendor certifying that the bill was paid in full and the date the payment was received.

**Timesheets/Payroll Documentation**

If reimbursement is requested to cover approved staff costs, then a detailed timesheet identifying the hours worked on approved grant related projects and the specific tasks completed must be submitted. The paystub for the period must also be submitted. If the staff completed additional duties outside of approved staff costs for the grant, the benefits will be pro-rated based on the approved grant hours to total hours worked.