ODOT RAIL AND PUBLIC TRANSIT DIVISION

AGENCY GRANT EXPENSES

OPTIONAL AGENCY WORKSHEET

FISCAL YEAR: _____ **PERIOD** (Quarter or Month)**:** _____

GRANT TYPE:									
AGREEMENT NUMBER:									
ADMINISTRATIVE EXPENSES									**TOTAL**
Administrative Staff Labor - Salary (including fringe benefits)									$ -
Administrative Staff Training and/or Certification									$ -
Administrative Office Costs (utilities, telephone, rent, etc.)									$ -
Marketing, Outreach and Public Involvement									$ -
Insurance (vehicles, facilities, etc.)									$ -
Contracted Services (legal, bookkeeping, payroll, audit, etc.)									$ -
Drug and Alcohol Test Administration									$ -
Administration Related Travel									$ -
Durable Equipment *1									$ -
Indirect Administrative Expenses *2									$ -
Any other administrative expense type should be tracked locally; ODOT RPTD tracks only the types listed above.									
TOTAL ADMINISTRATIVE EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
OPERATING EXPENSES									**TOTAL**
Operating Staff Labor - Salary (including fringe benefits)									$ -
Operating Staff Training and/or Certification *3									$ -
Operating Staff Travel *4									$ -
Vehicle Maintenance and Repair *5									$ -
Transit Service Contracts (including purchased service)									$ -
Facility Maintenance									$ -
Facility Operations (rent, storage, etc.)									$ -
Durable Equipment *6									$ -
Fare Box Deduction (enter a negative value)									$ -
Any other operating expense type should be tracked locally; ODOT RPTD tracks only the types listed above.									
TOTAL OPERATING EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MATCHING FUNDS SOURCE(S)									**TOTAL**
A. _____									$ -
B. _____									$ -
C. _____									$ -
D. _____									$ -
TOTAL MATCH AVAILABLE	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

_____ Local Approval

_____ Date

Notes

*1 This expense type is for assets used for administration - valued at less than $5,000.
*2 To claim this expense you must have an approved indirect cost rate, or use the DeMinimus calculation. See your agreement Exhibit A.
*3 Includes training and certification costs for dispatch staff, maintenance staff and drivers.
*4 Includes travel costs for dispatch staff, maintenance staff and drivers.
*5 This expense type is for non-capitalized costs such as spare parts, accident repair, fuel, oil, etc.
*6 This expense type is for assets used for operating - valued at less than $5,000.