

Florida Department of Education
Helpful Hints for Reimbursement Grants

- All reimbursement expenses must occur within the budget period of the grant. All invoices that are submitted for reimbursement should not reflect the sub-recipient's letterhead but the vendor the purchase was made from.

- Salary Expenses

Required: Timesheets or report, such as a payroll register, from a financial system including the employee(s) name, hours worked and pay rate or total amount paid and their benefits.

- Operating Expenses

Supplies

Required: All receipts or invoices from vendors itemizing purchased items. Supplies cannot be used for advertisement of particular school or organization. This includes the purchase of tote bags, T-shirts, writing instruments, caps, mugs, etc and awards.

- Food and Beverages

Food and beverage purchases for a conference or convention or in connection with the rental of a meeting room for workshops or meetings are prohibited. In addition, the negotiated price for the rental of a room should not include food and beverages. Expenses for food and beverages should not be reported to the awarding agency.

- Conventions and Conferences

Registration fees cannot include food and beverages. Agendas are required for travel reimbursements. If a speaker is hired for an event, a copy of the contract /purchase order or invoice from the speaker or the company they represent is needed.

- Program Income

Generally program income is deducted from the total allowable costs to determine the net allowable cost, unless federal agency regulations for the program or the project award state other alternatives.

- Travel Expenses

Required: C-676 State of Florida Travel Form-Receipts for lodging and agenda if conference
Keys to success

- a. No abbreviations as from and to locations
- b. Always have time of departure and arrival so that per diem may be calculated
- c. Signature of the traveler
- d. Correct mileage rate of 44.5 cents per mile if claiming mileage reimbursement.
- e. Justification if lodging expense is greater than \$150 a night.
- f. Air travel requires copy of airline tickets.
- g. Taxis and airport parking also require receipts.

- Rent and Equipment

Required: A document detailing the percentage of use for the specific purpose of the grant. It is unusual for the grant to incur 100 percent usage of equipment.

- Project Disbursement Report

Required: A Project Disbursement Report should be sent with each reimbursement request. It should reflect the correct agency number, grant number, project code, agency project number and a contact person with their phone number in case questions arise. The report should balance with the receipts that are submitted. Totals or adding machine tapes can aid in us determining how your request was derived.