What you Need to Submit with your Expenditure Report

Project Costs	Documentation Required
Personal:	• Personnel Activity Reports • Payroll Records • Fringe Benefit Schedules • Certification of time and effort detailing the distribution of the employee's salary or wages among specific activities or cost objectives for time spent on the CDD grant See source reference: https://www.ecfr.gov/current/title-45/section-75.302
Non-Personal or Contracted Services:	• Project-specific consultant contracts or agreements • Log of services rendered/hours spent/products provided • Receipts and related invoices • Photocopy log, vendor invoice • Postal log

Travel:
 	
Please see the **CDD Travel Manual** – Grants Manual for details, taken from sources listed above
 	
Travel continued:
	• NYS per diem rates for travel in-state:
	  ○ Hotels, taxi, Uber/Lift, rental car, train, flight documentation is required (omitting local and sales taxes for hotel when a New York entity is tax exempt)
	  ○ Meals at hotel bills and receipts with allowable charges for incidentals do not need to be submitted when rolled into the per diem cost for CDD review (the preferred
	  ○ method - these receipts should be kept on file locally for your organization, ensuring audit readiness)
	• Lunch is not reimbursable; breakfast and dinner may be, depending on time of travel (see Travel Manual pg.1)
	• A tally of NYS mileage rates incurred on specific dates, with tolls calculations and activity-specific notations, with all back up documentation, such as printed emailed parking

	receipts or paper receipts, monthly EZ Pass account summary with applicable charges noted, etc. • Vendors' paid invoices/receipts and relation to the project • See rules about meals included in conferences and other Unallowable Costs.
Equipment, Space, Utilities:	• Receipts for approved equipment and supply purchases • Quotes for due diligence price comparisons • Rental agreements (date/venue/purpose/amount clearly indicated) • Lease agreements (sq footage/market price per sq. ft) when not counting this in the indirect rate, if approved in the executed contract budget, and • Utility statements when not counting these in the indirect rate, if approved in the executed contract budget
Operating Expenses and Other:	• Line charges, monthly bills with notation regarding relevance to project • Be sure no rent or utilities are counted if they are in Equipment/Space/Utilities • Indirect rate agreement if federally approved and negotiated (required to be on file every year for renewal) • NOTE: 10% standard - no documentation is required once a required document such as a lease is on file • Invoices and receipts clearly noted

NOTES:

1. **For any partially allocable cost, there must be a documented allocation plan on file.**

2. **The Qualtrix system for the Program Report and all back up documentation accepts all file types, for uploads.**

3. **Claims must be submitted on time, within the 30 days allowed to gather the documentation after the quarter's closing date:**

January 1 - March 31	(QR due April 30)
April 1 - June 30	(QR due July 31)
July 1 - September 30	(QR due October 31)
October 1 - December 31	(QR due January 31)

4. **Receipts will not be accepted for costs incurred before a contract's start date.**

Sources of State and Federal Regulations	1. Code of Federal Regulations https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75#sg45.1.75_1401.sg11 2. US General Services Administration https://www.gsa.gov/travel/plan-book/per-diem-rates: and Receipt Requirement section 3. Office of State Comptroller (OSC) NYS Travel Manual XIII.4.D Meals and Incidental Expenses Breakdown – XIII. Employee Expense Reimbursement | Office of the New York State Comptroller (ny.gov)