



GCC Reimbursement Documentation Checklist

Every reimbursement MUST now include the appropriate GCC EXPENSE REIMBURSEMENT COVER SHEETS (attached).

1. Request of Expense Reimbursement for **PERSONNEL/BENEFITS**

Every employee in a personnel reimbursement must be listed in the grant – either in the application or as part of an approved adjustment assigning them to a position

Time/Activity Reports

One per employee. MUST include hours of work, description of work/activities performed for each funding source, and MUST be signed and dated by the employee and a supervisor/approving official. Work hours for non-direct services (e.g. thrift stores, fundraisers...) can not be paid for with federal funds.

Pay Stubs

(Employee name, gross wages, hours worked, hourly/salary rate, pay period, date)

Deductions for taxes/benefits/etc.

- Employee rates must comply with federal salary maximums. Match share plus federal share cost for any employee cannot exceed the DOJ salary max (\$81.25/hour or \$650/day) without GCC GM Director written approval.

Inclusion in the budget is not prior approval!

2. Request of Expense Reimbursement for **SUPPLIES/OPERATING EXPENSES**

Receipts/Invoices

(Must include vendor name, date of service/purchase, amount due, and list of services performed/supplies purchased. *NC sales tax is an unallowable cost)

NOTE: If the supply or operating expense is not 100% funded by this source then the documentation must provide the basis for allocating the expense.

Three vendor bids are required for all purchases exceeding micropurchase threshold.

Proof of Payment (must be for/to entity providing the direct services)

(Cleared check, credit card/bank statement, invoice showing balance paid)

- Rent is allowable, mortgage payments are not.

3. Request of Expense Reimbursement for **EQUIPMENT**

Receipts

(Document must contain: Name of vendor, transaction date, description of goods or services, amount paid, and form of payment.)

Three vendor bids are required for all purchases exceeding micropurchase threshold.



NOTE: If this purchase is a sole source procurement, the *GCC Sole Source Procurement* form will also need to be included to justify the procurement

NOTE: If the equipment purchase is not 100% funded by this source (e.g., VOCA), then documentation must provide for the basis of allocating the expense.

4. Request of Expense Reimbursement for **CONSULTANTS/CONTRACTORS**

Every person in a consultant/contractor reimbursement and their rate of pay must be listed on the grant – either in the application or as part of an approved adjustment

Contracts.

A copy of the signed contract must be uploaded to the project and reviewed by the GM **BEFORE** contracts can be approved.

- Consultant rates must comply with DOJ salary rate maximums. Match share plus federal share cost for a contractor/consultant cannot exceed the DOJ salary max (\$81.25/hour or \$650/day) without GCC GM Director written approval. **Inclusion in the budget is not prior approval!** If this contract is a sole source procurement, the *GCC Sole Source Procurement* form must be included to justify the procurement

Invoices

(Must include vendor name, dates of services, hours worked, list of services performed, and amount due. Must be on the contractor's letterhead or invoicing documentation)

5. Request of Expense Reimbursement for **TRAVEL/TRAINING**

Approved copy of *GCC Prior Approval for Out-of-state Conference Form*

Receipts/Travel Logs

NOTE: Even if an organization has a travel policy, rates above the federal rate are not considered reasonable without documentation to support excess rate request, (e.g. this is the conference hotel rate)

- Taxes are not reimbursable. Fees (e.g. on airfare/baggage) are reimbursable.

NO FOREIGN TRAVEL – Foreign travel **is not** going to be approved.

6. Request of Expense Reimbursement for **MATCH**

- Personnel costs used for match reimbursement can be from volunteers or staff, but must provide the same time and activity information as grant-supported staff.
- Match cost plus federal share cost for an employee or contractor/consultant cannot exceed the federal salary max (\$81.25/hour or \$650/day without GCC written approval. **Inclusion in the budget is not prior approval!** The *GCC Excess Salary* form must be approved.
- Value of items and salary must be based on a document standard (e.g., market rate)



- Volunteer and in-kind budget lines should never have any funds in federal share.
- Subrecipients can overmatch (exceed the required match,) but they can't undermatch (provide less match than required).
- Subrecipients who overmatch because they provide match before receiving a waiver will not be reimbursed for the match – it will be counted as overmatch.
- Receiving a VOCA match waiver doesn't entitle the project to additional federal funds; it removes the match funding requirement from the project's budget (leaving federal share).
- A project that has ended without meeting the required match will be asked to provide a check for match reimbursement (if the agency is unable to meet the match requirement).