

INSTRUCTIONS FOR COMPLETING DETAILED ITEMIZATION FORM TRAVEL

- All items must be completed in order to ensure prompt processing.
- One copy of each Detailed Itemization Form must be submitted with an original signature.
- All expenditures must be allowable as per Appendix B of your contract.
- Reported expenditures must fall within contract period.
- Reported expenses must have been incurred and paid for.
- Reported expenses must not have been claimed on any other grant since duplicate billing is not appropriate.
- All expenses for this grant must have an appropriate and reasonable basis for allocation to this project. The basis for such allocation must be maintained by the grantee for audit purposes.

Section 1 - Grantee Information

Item 1, 2, 6 & 7 - Obtain the information from the grant award and enter it on the appropriate line.

Item 3 - Enter the reporting period month(s) and year for which the expenditures are submitted. This period must fall within the current contract period.

Item 5 - Current contract period. These are the dates of the current grant award period. If, however, an extension has been granted, then the most recently approved ending date must be entered.

Item 4 - This number is the same as the Fiscal Cost Report number.

Section 2 - Expenditure Information

Item 8a Check No. - Enter the check number for each expenditure made. The same check number may be used for separate items where appropriate.

Item 8b Payee - Enter the actual name of the payee as it appears on each check listed for Item 8a.

Item 8c Date(s) of Travel - Enter the actual dates when travel occurred.

Item 8d Description - Enter a short narrative regarding the nature of the expenditure including, but not limited to, number of miles, reason for travel, per diem rate, lodging costs, etc.

Item 8e Amount Charged to Federal/State - Amount charged to either Federal/State for the line item.

Item 8f Amount Charged to Match - Amount charged to Match for the line item.

Item 8g Total - Sum of individual Federal/State and Match columns as indicated above. These totals will be carried forward to Category F, Column C of the Fiscal Cost Report.

Section 3 – Certification of Form

Item 9 Signature – This form must be signed by an authorized individual for the grant who is responsible for its accuracy. Signatures must be original. Individual signing should also print their name legibly and include telephone number.