



2015 Emergency Management Preparedness Grants
Required FSR Documentation

Grantees must submit proof of payment for all expenses included in their FSRs. Certain types of expenses must have source documentation submitted as well. Below is a breakdown of the documentation required for each type of expense that may be included in your reimbursement request, and the additional documentation that must be maintained in your grant file.

Type of expense: Purchase of supplies	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Cancelled check or computer generated expenditure report from an accounting system showing that the invoice has been paid from the EMPG account. This report must clearly identify the following information:</p> <ul style="list-style-type: none"> ○ Description of item(s) purchased ○ Vendor name ○ Total amount paid ○ Date paid 	<p><u>Source documentation</u> Detailed invoice or receipt from vendor, which must include the following pieces of information:</p> <ul style="list-style-type: none"> ○ Date ○ Per item cost ○ Invoice total, with any discounts or additional charges (tax, shipping/ handling) noted

Type of expense: Purchase of equipment	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Cancelled check or computer generated expenditure report from an accounting system showing that the invoice has been paid from the EMPG account. This report must clearly identify the following information:</p> <ul style="list-style-type: none"> ○ Vendor name ○ Total amount paid ○ Date paid <p><u>Authorized Equipment List Number</u> – showing eligibility of equipment under EMPG program</p> <p><u>Source documentation</u> Detailed invoice or receipt from vendor, which must include the following pieces of information:</p> <ul style="list-style-type: none"> ○ Date ○ Per item cost ○ Invoice total, with any discounts or additional charges (tax, shipping/ handling) noted 	<p>Any procurement information (bids, sole-source justification, etc)</p> <p>Any correspondence with HSEM regarding the allowability of this expense</p> <p>Equipment logs and inventory records</p>

Type of expense: Salary and benefits	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Computer generated payroll report from an accounting system showing that the staff person has been paid. This report must clearly identify the following pieces of information:</p> <ul style="list-style-type: none"> ○ Staff person name ○ Time period being reported on ○ Total amount paid ○ Date paid ○ Account paid out of 	<p>Position description</p> <p>Timesheets</p>

Type of expense: Ongoing operational expenses (e.g. phone bills, occupancy costs)	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Cancelled check or computer generated expenditure report from an accounting system showing that the expenses have been paid from the EMPG account. This report must clearly identify the following information:</p> <ul style="list-style-type: none"> ○ Description of expense ○ Vendor name ○ Total amount paid ○ Date paid 	<p>Any leases or contracts</p> <p><u>Source documentation</u> Detailed invoice or receipt from vendor, which must include the following pieces of information:</p> <ul style="list-style-type: none"> ○ Date ○ Per item cost ○ Invoice total, with any discounts or additional charges (tax, shipping/ handling) noted

Type of expense: Travel (e.g. mileage, car rental, hotel, meal reimbursement, per diem)	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Cancelled check or computer generated expenditure report from an accounting system showing that the expenses have been paid from the EMPG account. This report must clearly identify the following information:</p> <ul style="list-style-type: none"> ○ Description of expense ○ Vendor name ○ Total amount paid ○ Date paid 	<p><u>Source documentation</u> Detailed invoice or receipt from vendor, which must include the following pieces of information:</p> <ul style="list-style-type: none"> ○ Date ○ Per item cost ○ Invoice total, with any discounts or additional charges (tax, shipping/ handling) noted <p>Policy on local travel reimbursement rates (meals, per diem, mileage reimbursement)</p>

	Mileage records, if reimbursement is for mileage
Type of expense: Membership dues, conference registration	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Cancelled check or computer generated expenditure report from an accounting system showing that the expenses have been paid from the EMPG account. This report must clearly identify the following information:</p> <ul style="list-style-type: none"> o Description of expense o Vendor name o Total amount paid o Date paid <p>Approved Conference/Training Authorization form (not required for registrations to AMEM Conference, Governor's Conference, nor trainings that are on the EM Training Certification list).</p>	<p><u>Source documentation</u> Detailed invoice or receipt from vendor, which must include the following pieces of information:</p> <ul style="list-style-type: none"> o Date o Per item cost o Invoice total, with any discounts or additional charges (tax, shipping/ handling) noted

Type of expense: Contractor/consultant wages	
Documentation required to be submitted with your FSR:	Additional documentation that you must keep in your grant file:
<p><u>Proof of payment</u> Cancelled check or computer generated expenditure report from an accounting system showing that the invoice has been paid from the EMPG account. This report must clearly identify the following information:</p> <ul style="list-style-type: none"> o Vendor name o Total amount paid o Date paid <p><u>Source documentation</u> Detailed invoice or receipt from vendor, which must include the following pieces of information:</p> <ul style="list-style-type: none"> o Date o Per item cost o Invoice total, with any discounts or additional charges (tax, shipping/ handling) noted 	<p>Executed contract</p> <p>Printout from the federal Suspension and Debarment database</p> <p>Any procurement information (bids, sole-source justification, etc)</p>