

**MN Office of Justice Programs**  
**FSR Description Box Detail Requirements**  
 Updated August 28, 2020

The table below provides guidance on what information is required in the description box of each FSR your agency submits. You may include more information than is required for your own needs but at a minimum, please follow the guidance below. A screen print of the FSR description box is at the bottom of this page for your reference.

Budget Item	Minimum Detail Required in the FSR Payment Request Line Items Description Box	Examples
Personnel	Each staff should be in their own line item. Break out hourly rate and hours worked (even if salaried employee). If there is only 1 FTE in a line item, no description is required.	Program manager @ \$25/hour x 48 hours = \$1,200
Payroll Taxes & Fringe	Break out amount requested by staff and include FTE calculations	FICA Taxes: \$525 for 1.4 FTE 1.4 FTE: Retirement (\$605), Worker's Compensation Insurance (\$42), Health, Dental, Life, LTD, STD insurance (\$2,100)
Contract Services	Break out amount requested by hourly rate and total number of hours worked.	Technology consultant 10 hours @ \$30 = \$300
Travel Expenses	Break out amount requested by number of miles or total gas allocation amount (whichever applies)	Mileage 100 miles @ .575 = \$57.50
Training Expenses	Breakout amount requested by expense type.	Registration (\$260), Meals \$36 x 2 x 1.4 FTE = \$100.80
Office Expenses	Break out amount requested by expense type.	Office supplies (\$115.14); Phone/internet (\$101.88); Computer (\$1,500)
Program Expenses	Break out amount requested by expense type.	PPE supplies: \$25 x 40 clients this month = \$1,000
Indirect Expense	Indirect calculation is based on direct expenses in the FSR. Provide the calculation used	FSR's Total direct expenses: \$7,907.32 x .10 MDTC = 790.73

**FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS**

Please enter the expenses incurred during the current report period. (Additional blank items will appear upon saving)

Budget Item	Date	Description	Amount Requested
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