



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"



21st Century Community Learning Centers FY19 Reimbursement Request Processing in GaDOE Invoice Application (Invoice App) portal

GaDOE reserves the right to require additional supporting documentation (or explanations), not mentioned in this list at any point during the fiscal year.

1. Salary and benefits (for all 21st CCLC employees)

LEAs

1. Payroll system generated report (one or more of: earnings register detail, benefits distribution report, payroll summary)

Non-LEAs

1. Payroll system generated report or spreadsheet (if payroll system generated report is unavailable)
2. Electronic payment/checks (ADP) register
3. Cancelled checks, if requested by GaDOE

LEAs and Non-LEAs (Optional - if required by GaDOE)

1. Time and effort documentation (e.g. semi-annual certificates, Personnel Activity Reports (PARs), time-sheets)
2. Proof of salary transfer/payment
3. Copy of employment contract/appointment letter

2. Contractors (any non-employee service providers such as enrichment contractors, external evaluators, professional development trainers, consultants)

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment
4. For professional development services: workshop agenda
5. For parent involvement activities: workshop agenda

3. Field Trip Admission Fees

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment

4. Student Transportation

1. Invoice from Transportation Department/Transportation service provider
2. Program Director's signed approval on the invoice
3. Proof of payment
4. Mileage log (Optional – if required by GaDOE)

5. Travel Expense (e.g. for regular commuting, professional development)

1. Travel Expense Statement and expense receipts, if applicable
2. For professional development and non-routine travel: workshop, conference, or meeting agenda
3. Program Director's signed approval on the Travel Expense Statement and invoices (e.g. receipts, bills, airline ticketing invoice)
4. Proof of payment

6. National Criminal Background Check (NCBC)

1. Invoice
2. List of persons covered by the NCBC (indicated on the invoice, for example)
4. Program Director's signed approval on the invoice
5. Proof of payment

7. Fidelity Bond and General Liability Insurance (**Non-LEA's only**)

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment

8. Telephone

1. Phone bill reflecting 21st CCLC charges (and basis of proration, if applicable)
2. Program Director's signed approval on the invoice/bill
3. Proof of payment
4. If reimbursement is for a personal phone used for 21st CCLC business purposes, then attach policy/approval from Program Director (or his/her supervisor) endorsing the reimbursement

9. Utilities

1. Utility bill
2. Program Director's signed approval on the invoice/bill
3. Proof of payment

10. Indirect Cost

1. General ledger/expense statement that serves as the basis of the indirect cost with annotation indicating how the cost was calculated
2. Journal Entry/General Ledger that demonstrates that the indirect cost has been charged to the 21st CCLC subledger

11. Purchase of goods and other expenses not categorized above

1. Purchase order
2. Invoice
3. Program Director's signed approval on the invoice
4. Proof of payment

Notes:

- A. Invoices should be detailed, such as information including the nature of service or description of goods purchased, actual dates of service, date-wise site name, number of hours of service, number of students served, number of units purchased, as applicable, should be clearly indicated on the document
- B. Acceptable proof of payment (sub-grantee's choice of **at least one** of the following. However, GaDOE may require more than one from this list).
 1. Detailed general ledger (21st CCLC subledger) reports that includes date and check numbers, and amounts
 2. Cancelled checks, if required by GaDOE
 3. Bank statements
 4. Receipts with credit/debit card verification (Note: Please note: hotel bills should indicate zero balance due)
- C. Applicable expenses such as enrichment activity, field trips, parent involvement activities should have corresponding attendance data (rosters) in Cayen Afterschool 21 portal
- D. Unbudgeted items and expenses that may result in budget overruns may require additional documents, explanation, and a program/budget amendment depending on the magnitude and nature of the expense
- E. If expense is or should be split-funded/prorated across multiple cost objectives, then please attach document explaining basis of cost proration