Format for Submission of Expenditures by Lead Firms

This document presents a template that can be used by companies (LFs) that are collaborating with DOs to prepare financial reports that present expenditures and request the cost share amounts for agreed upon activities. Financial reports submitted by companies should include the following:

- An invoice the invoice should present (by budget line item) the expenditures made by the company for the agreed upon activities, the agreed upon cost share, and the total amount requested for cost share reimbursement. The budget line items in the invoice should correspond with the budget line items in the MOU or related MOU addendum. The invoice needs to be signed by an authorized company representative, dated, and submitted to the DO in a timely manner.
- 2. Supporting documentation must be submitted with the invoice. A cover sheet for each budget line item will summarize the costs incurred under that line item, and provide a reference number for each attached receipt. All of the receipts for expenditures under that budget line item must be attached to the cover sheet. Original receipts are preferred unless the company provides a reason why it needs to keep the original (in which case it can provide a copy). It is preferred that all receipts be pasted onto blank sheets of paper and labeled with a reference number (that will show up in the cover sheet and invoice). If receipts are not available the company should produce a reimbursement voucher.

Please find attached a sample invoice, cover sheets, and receipts.

Company X 123 Main St Arlington, VA 222-888-9999

INVOICE

Submitted to:Action for EnterpriseRef:MOU Addendum dated November 1st, 2011

Budget Line Item *	Amount	AFE Cost	AFE Cost
	Spent	Share %	Share
Training Materials and Handouts	\$107.52	70%	\$75.26
Meals and Transportation for Training	\$160.00	70%	\$112.00
Consultant	\$200.00	70%	\$140.00
* See attached summary of expenditures by line item for ju	stification of the	se amounts	1
Total	\$467.52		\$327.26

The undersigned hereby certifies that the invoice and any attachments have been prepared from the separate books and records of the <u>Company X</u>, have not been previously claimed, were wholly and necessarily incurred for the purpose of and in compliance with the terms of the MOU and related MOU Addendum, and to the best of my knowledge and belief are correct.

Signed: _____ Date: _____

Printed Name: _____

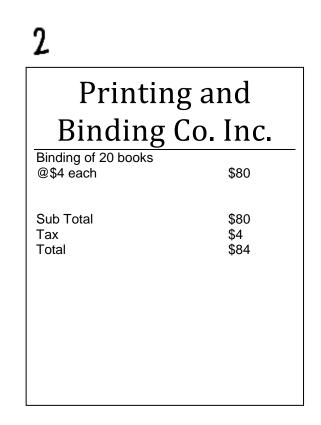
RECIEPT COVER PAGE

Budget Line Item: Training Materials and Handouts

Description	Reference #	Amount
Printing of materials	1	\$23.52
Binding	2	\$84
	Total	\$107.52

RECIEPTS ATTACHED ON ADDITIONAL PAGES Budget Line Item: Training Materials and Handouts





RECIEPT COVER PAGE

Budget Line Item: Meals and Transportation for Training

Description	Reference #	Amount
Meals for training participants	1	\$100
Travel Stipend	2	\$60
	Total	\$160

RECIEPTS ATTACHED ON ADDITIONAL PAGES

Budget Line Item: Meals and Transportation

Yum Yum Food 777 South Street Smallville 703-555-5555

INVOICE

TO: Company X **Date:** November 16th, 2011

Please provide payment for the following:

Description of Merchandise / Services	Quantity	Unit Price	Total
Meals for training participants	25	\$4	\$100
		Total	\$100

Signature of Company Representative: $\mathcal{J}_{ane} \mathcal{D}_{ce}$ Printed Name of Company Representative: Jane Doe

Participant Name	I certify that I received money for travel	Signature
Mike Jones	\$3	Mike Jones
Henry Blue	\$3	Henry Blue
April Smith	\$3	April Smith
Edward Taylor	\$3	Edward Taylor
Eric Curtis	\$3	Éric Curtis
Alex O'Hare	\$3	Alex O'Hare
Jane Martin	\$3	Jane Martin
Sabrina Fendrick	\$3	Sabrina Fondrick
Jason Fillion	\$3	Jason Fillion
Jessica Schipp	\$3	Jossica Schipp
Lisa Davis	\$3	Lisa Davis
Sarah Anderson	\$3	Sarah Anderson
Frank Shorter	\$3	Frank Shorter
Steven Walter	\$3	Steven Walter
John Nash	\$3	John Nash
Jim Bean	\$3	Jim Bean
Jack Morgan	\$3	Jack Morgan
David Harper	\$3	David Harper
William Austin	\$3	William Austin
Ben Bennett	\$3	Ben Bennett

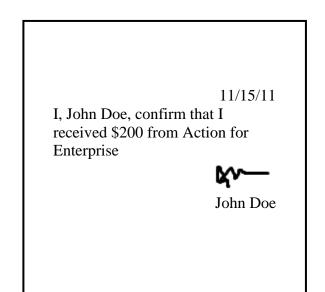
RECIEPT COVER PAGE Rudget I ine Item: Consultant

Budget Line item: Consultant		
Description	Reference #	Amount
Consultant Fees (5 days @\$40)	1	\$200

\$200.00 Total

RECIEPTS ATTACHED ON ADDITIONAL PAGES Budget Line Item: Consultant

	INVOICE	
Date	Purpose	Amount
11/10/11	5 days @ \$20	\$200
	5 days @ \$20 ase remit payment to .	
<u>k</u> ~		
John Doe		



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