

# GOVERNORS WORKFORCE BOARD RHODE ISLAND

## REQUIRED DOCUMENTATION GUIDANCE

Regardless of the program, ALL GWB grant recipients must provide adequate documentation of expenses before costs can be reimbursed. The following is a list of *generally* acceptable backup documents that must be provided for certain expenses. This is not an exhaustive list and grantees are encouraged to discuss documentation requirements with GWB staff before proceeding. The following documentation is required for both Grant Expenses and In-kind/Leveraged Resources.

| EXPENSE ITEM   | REQUIRED DOCUMENTATION  |
|--|---|
| <b>Salary &amp; Fringe</b>                                   |   |
| <b>Personnel Compensation (Salary &amp; Fringe)</b>          | 1) Time sheets and general ledger payroll, provided these documents provide reasonable assurance that the time being charged to the GWB is accurate, allowable, and properly allocated.<br>OR<br>2) Personnel worksheet (see GWB Staff) |
| <b>Other Program Costs</b>                                   |   |
| <b>Travel</b>  | Copy of Travel Voucher/Expense Reimbursement Form (Mileage Sheets) and receipts   |
| <b>Space/ Facility Rental</b>                                | If stand-alone space exclusively for Grant related purposes: copy of lease pages showing rent.  |
| <b>Utilities, Telephone &amp; Communications</b>             | Utility Bills   |
| <b>Equipment Purchase or Rental (where allowed)</b>          | Copy of receipt, invoice, or lease  |
| <b>Postage &amp; Mailings</b>                                | Copy of receipt or invoice  |
| <b>Publication/Print/Copying</b>                             | Copy of receipt or invoice  |
| <b>Meeting Expenses (including one-time facility rental)</b> | Copy of receipt or invoice  |
| <b>Office Supplies &amp; Materials</b>                       | Copy of receipt or invoice for materials purchased  |
| <b>Marketing &amp; Advertising</b>                           | Copy of receipt or invoice  |
| <b>Training Materials</b>                                    | Copy of receipt or invoice  |

| <b>Direct Training and Related Support Services</b> |   |
|---|---|
| <b>Training Stipend or other Support Payment</b>    | Copy of receipt or invoice and signed documentation acknowledging receipt of training stipend by participant  |
| <b>Work Experience</b>                              | Copy of receipt or invoice and signed documentation acknowledging receipt of work experience stipend or wages by the individual receiving the payment – participant or employer |
| <b>Transportation</b>                               | Copy of receipt or invoice and signed documentation acknowledging receipt of transportation support by participant  |
| <b>Participant Tuition &amp; Fees</b>               | Copy of receipt, invoice, or proof of registration  |
| <b>Other</b>  | Copy of receipt or invoice  |
| <b>Contracted Services / Sub-Grantees</b>           |   |
| <b>Training</b>                                     | Copy of invoice   |
| <b>Curriculum Development</b>                       | Copy of invoice   |
| <b>Consulting</b>                                   | Copy of invoice   |

## **PROGRAM SPECIFIC GUIDANCE**

**Work Immersion:** Proof of wages paid that identifies the company, the approved individual and the contract period; some acceptable forms as proof of wages paid include:

- Payroll Register
- General ledger
- Pay stubs for every week worked
- Last pay stub with year to date totals
- Quarterly tax report

**Incumbent Worker Training Grants:** Invoices for training expenses that were approved through the grant process along with proof of payment; some acceptable back-up documents include::

- Payroll register for in house trainer wages
- Trainer invoices with canceled check or credit card register
- Receipt for purchased training materials
- Class registration with proof of payment
- Conference registration with proof of payment

**System Partner Grants** (ex. Real Pathways RI): require back-up documentation that justifies the expenses according to what was approved in the grant budget; this would include some of the following:

- Payroll registers
- Rent receipts
- Utility bills
- Receipts for materials purchased
- Indirect cost approval letter
- General ledger or receipt for student incentives
- Mileage sheets