

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:

1. **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 Enterprise**
Ref: **MOU Addendum dated November 1st, 2011**

Budget Line Item *	Amount Spent	AFE Cost Share %	AFE Cost 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 justification of these amounts

Total	\$467.52		\$327.26
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The undersigned hereby certifies that the invoice and any attachments have been prepared from the separate books and records of the Company X, 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: _____

RECIPT COVER PAGE

Budget Line Item: Training Materials and Handouts

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

Total	\$107.52
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RECIPTS ATTACHED ON ADDITIONAL PAGES

Budget Line Item: Training Materials and Handouts

1

Best Printing Company Ltd.	
320 copies @\$0.07 each = \$22.40	
Sub Total	\$22.40
Tax	\$1.12
Total	\$23.52
THANK YOU, COME AGAIN!	

2

Printing and Binding Co. Inc.	
Binding of 20 books @\$4 each	
	\$80
Sub Total	\$80
Tax	\$4
Total	\$84

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
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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: *Jane Doe*

Printed Name of Company Representative: Jane Doe

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

RECIPT COVER PAGE

Budget Line Item: Consultant

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

Total	\$200.00
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RECIPTS ATTACHED ON ADDITIONAL PAGES

Budget Line Item: Consultant

INVOICE

Date	Purpose	Amount
11/10/11	5 days @ \$20	\$200

Please remit payment to John Doe



John Doe

11/15/11

I, John Doe, confirm that I received \$200 from Action for Enterprise



John Doe

