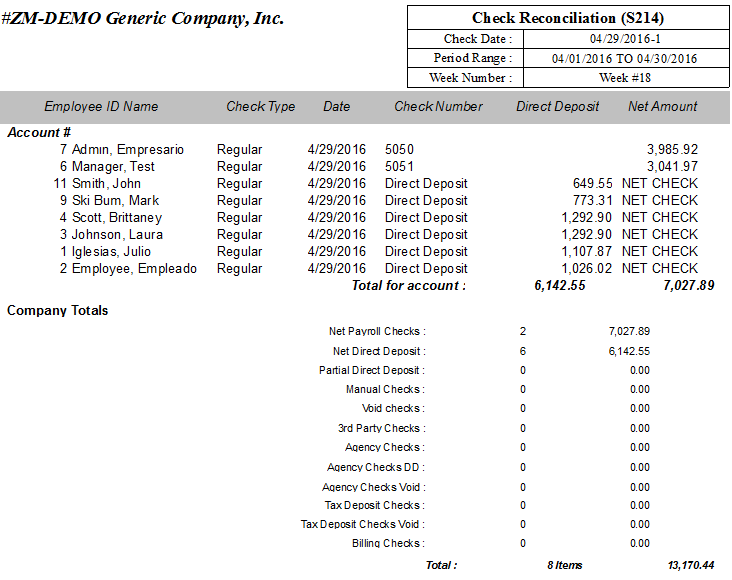
**PAYROLL EXPENSES – Proof of Payment:**

**Example if Payroll System is being utilized to cut payroll checks, then there may be a Report similar to this that can be used as Proof of Payment.**

This example hits the following requirements:

1) Name of Employee

2) Date of Payment

3) Pay Period Covered

4) Amount of payment

5) Check/Deposit Data

**PAYROLL EXPENSES – Proof of Payment (continued):**

**Example if Payroll System is being utilized to cut payroll checks, if payroll report as exampled above is not available then can use check stub as Proof of Payment.**

This example hits the following requirements:

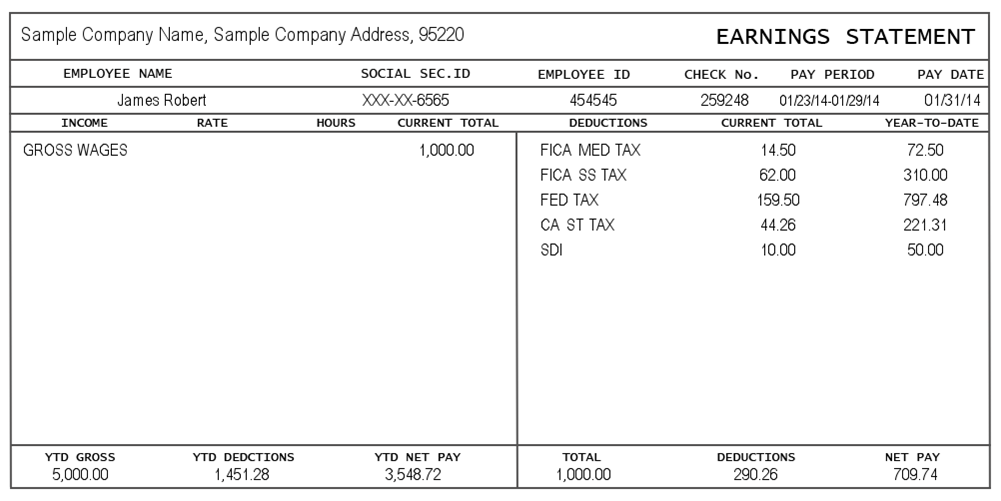
1) Name of Employee

2) Date of Payment

3) Pay Period Covered

4) Amount of payment

5) Check/Deposit Data



**PAYROLL EXPENSES – Proof of Payment (continued):**

**Example if Checks are being handwritten for Payroll, can use check stubs.**

*(Other options: Carbon Copy of Check/Canceled Check/Bank Statement reflecting the cleared check)*

This example hits the following requirements:

1) Name of Employee

A picture containing graphical user interface

Description automatically generated2) Date of Payment

3) Pay Period Covered

4) Amount of payment

5) Check Data

**MILEAGE EXPENSES – Mileage Log:**

**Example of mileage log as Supporting Document.**

*\*PROOF OF PAYMENT OPTIONS ARE THE SAME AS FOR PAYROLL.*

This example hits the following requirements:

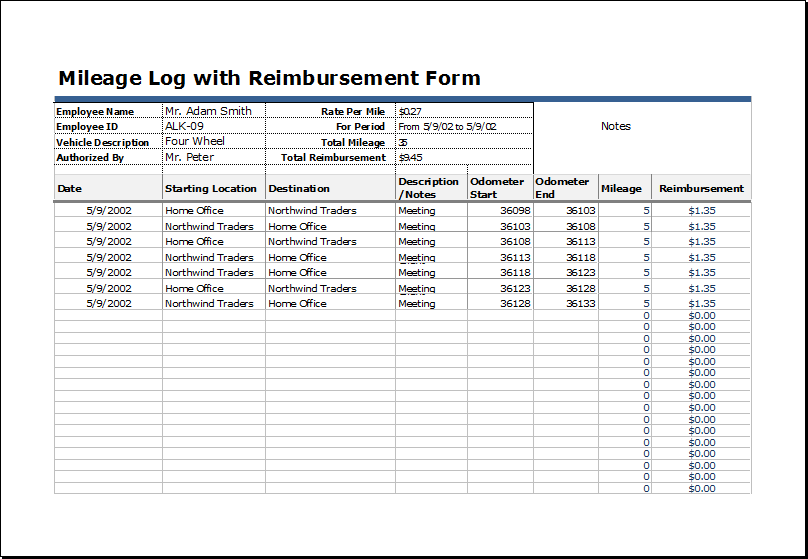
1) Name of Employee/Driver

2) Date of Travel

3) To/From Locations

4) Miles traveled

5) Total Mileage Cost (mileage multiplied by current IRS rate)



**PURCHASES & SERVICES EXPENSES:**

**Example of itemized receipt or invoice from the vendor as Supporting Document.**

*\*PROOF OF PAYMENT (if not already indicated on receipt) OPTIONS ARE THE SAME AS FOR PAYROLL.*

This example hits the following requirements:

1) Document clearly indicates the grant expense and amount of expense

2) Document clearly indicates the date of purchase/service

