



**SUBGRANTEE PROCEDURE**  
**MONTANA BOARD OF CRIME CONTROL**  
**AMPLIFUND REQUIRED DOCUMENTATION FOR EXPENSES**

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**I. Purpose**

The purpose of this procedure is to assist subgrantees in knowing what type of backup documentation is required to upload into AmpliFund when entering expenses and before MBCC staff can issue a payment to a subgrantee.

**II. Definitions**

None

**III. Procedure**

The following categories can be shown together on one ledger report but uploaded with each expense entered.

**A. Personnel / Fringe**

**Timesheets / Activity Report**

- Must show actual hours worked
- Must show breakout of actual hours by funding sources
- Must be signed by the employee and supervisor (digital signatures are accepted)

System-generated detailed payroll ledger report must include:

- Breakout of payroll wages/salary per employee, per pay period (must match the time sheets)
- Employer paid fringe benefits
  - To include health insurance, payroll taxes, workers compensation, retirement, etc.

**B. Travel**

- Lodging invoices/receipts, airline receipts, car rental receipts, baggage receipts
- Employee reimbursement request
  - Must show travel hours (departure/arrival/return times to qualify for state meal rates)
  - Receipts for all misc. expenses
  - Mileage documentation/gas receipts
  - If travel is out-of-state, upload a copy of the out-of-state travel approval email you received from MBCC and all supporting documentation submitted with the travel request (i.e. event agenda, itinerary) to the appropriate subfolder within the Public folder in AmpliFund.

**C. Contracted Services**

- A copy of contract/MOU (only needs to be sent one time)
- The invoice (if it isn't a reoccurring automatic monthly payment)

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**D. Other**

- Receipts for all purchases (to include itemized credit card purchases)
- If an agency purchases prepaid cards (i.e. gift cards, gas cards, phone cards) with federal funds, a policy addressing the handling of the cards must be placed in the Public documents folder in AmpliFund.
- The tracking log must be attached as additional documentation to the final budget reporting period.

**E. Supplies**

- Receipts for all purchases (to include itemized credit card purchases)
- Invoices

**F. Equipment (Items \$5,000 or more, for single durable items)**

- Purchase order
- Invoice with a Unique Identifier (serial number/VIN)
- Procurement policy (must be placed in the Public/Grant Management Documents folder in AmpliFund)

**IV. Closing**

Questions concerning this procedure should be directed to your MBCC program staff point of contact.