

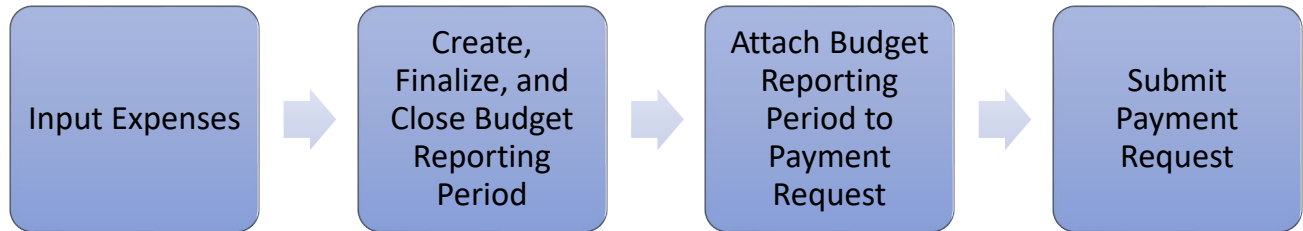
Payment Request Documentation Guide

Applies to: MBCC subgrantees with grants in AmpliFund.

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Payment Request process At-A-Glance



Expense Quick Check

Before Finalizing Each Expense, Ensure that:

1. Documentation is provided for each dollar requested.
2. Expenses are allowable to your grant*.
3. Expenses are allocated appropriately to all your funding sources.
4. All required documentation is attached.
5. Justification is provided where necessary.
6. Expense occurred within the project period.

*Grant-specific requirements apply. Consult MBCC Program or Fiscal Officer for guidance.

Personnel and Fringe

Required Documentation

To request reimbursement for personnel and fringe expenses, the following documentation must be included with your payment request:

1. **Timesheets**
 - Must show actual hours worked.
 - Must show breakout of hours by funding sources **or include a payroll allocation that details the funding breakdown.**
 - Must be signed by the employee and the supervisor.
Electronic signatures are accepted.
2. **Payroll Summary or Ledger Detail**
 - Must include a breakout of payroll wages/salary per employee.
 - Must include employer paid fringe benefits.

Examples

Timesheet Example

Employee Time Sheet

Employee: [Redacted] Time period beginning: 9/16/2021
Enter first day of pay-period to update the date column

	Total Hours							Total N/I Leave	Total	Comments
	VOCA	SASP	VAWA	FVPSA	Gen	OVW	Leave/Holiday			
09/16/21		2.00	1.00		5.00			8.00	8.00	
09/17/21				2.00	6.00			8.00	8.00	
09/18/21										
09/19/21										
09/20/21		1.00		1.00	6.00			8.00	8.00	
09/21/21		1.00	1.00		6.00			8.00	8.00	
09/22/21		1.00	1.00	1.00	5.00			8.00	8.00	
09/23/21		1.00		1.00	6.00			8.00	8.00	
09/24/21		2.00	1.00	2.00	3.00			8.00	8.00	
09/25/21										
09/26/21										
09/27/21		1.00		3.00	4.00			8.00	8.00	
09/28/21		2.00		1.00	5.00			8.00	8.00	
09/29/21		1.00		1.00	6.00			8.00	8.00	
09/30/21		1.00		1.00	6.00			8.00	8.00	
										Leave Hours
Total hours		13.00	4.00	13.00	58.00			88.00	88.00	
Percentage of Total Hours		15%	5%	15%	66%			100%	100%	

I certify this time sheet is accurate and correctly states hours worked and leave taken for the pay period indicated.

[Redacted] (e-sign) 9/30/2021
Employee signature Date

[Redacted] (e-sign) 9/30/2021
Supervisor signature Date

Signed by Employee and Supervisor

Notes:

Fringe percentage should be calculated on employer paid benefits only. Ensure this does not include employee contributions to taxes, health, etc.

In Amplifund: Fringe and Personnel should be entered into AmpliFund Expenses as two line-items (Personnel and Fringe). Starting with 2022 grants, budget lines will be consolidated. Where applicable, multiple positions will be reported on one line.

Payroll Allocation Example

A Payroll Allocation Summary must be included with timesheets that DO NOT include allocation by funding source.

Breakout of Actual Hours worked by funding source

	Total	FC	Rural	LAV	ALL	CESF	VOCA	VAWA	SASP	HROT	DPHHS
	141.50	0.00%	0.00%	6.00%	3.00%	0.00%	51.00%	34.00%	6.00%	0.00%	0.00%
Gross Pay	3,254.50	-	-	195.27	97.64	-	1,659.80	1,106.53	195.27	-	-
Payroll Taxes	251.57	-	-	15.09	7.55	-	128.30	85.53	15.09	-	-
Retirement	195.28	-	-	11.72	5.86	-	99.59	66.40	11.72	-	-
Health Insurance	-	-	-	-	-	-	-	-	-	-	-
Life Insurance	2.92	-	-	0.18	0.09	-	1.49	0.99	0.18	-	-
Workers Comp	55.00	-	-	3.30	1.65	-	28.05	18.70	3.30	-	-

Actual Hours Worked

Payroll Summary/General Ledger Detail Example

1:22 PM
01/21/22

Payroll Summary
July 2021

Breakout of payroll wages/salary

	Hours	Rate	Jul 21	Hours	Rate	Jul 21	Hours	Rate	Jul 21	Hours	Rate	Jul 21
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salary			0.00			4,875.00			0.00			0.00
Coverage Pay			0.00			0.00			0.00			0.00
Daily			0.00			0.00			0.00			0.00
Holiday Hotline			0.00			0.00			0.00			0.00
Holiday Pay	16	18.00	288.00	12	0.00	0.00	8	15.00	120.00	16	23.08	369.28
Hourly	215	18.00	3,870.00		0.00	0.00	201	15.00	3,015.00	248	23.08	5,723.84
PTO / Vacation Pay	28	18.00	504.00	72.5	0.00	0.00	35	15.00	525.00		23.08	0.00
Sick Pay	5	18.00	90.00	10	0.00	0.00	20	15.00	300.00		23.08	0.00
Weekend Shifts			0.00			0.00			0.00			0.00
Total Gross Pay	264		4,752.00	94.5		4,875.00	264		3,960.00	264		6,093.12
Deductions from Gross Pay												
Post Hospital Ins			-90.33			0.00			0.00			0.00
Post Tax S-Term Disability			-93.60			0.00			0.00			0.00
Simple IRA Employee			-142.56			-750.00			0.00			0.00
Total Deductions from Gross Pay			-326.49			-750.00			0.00			0.00
Adjusted Gross Pay	264		4,425.51	94.5		4,125.00	264		3,960.00	264		6,093.12
Taxes Withheld												
Federal Withholding			0.00			-99.00			-162.00			-519.00
Medicare Employee			-68.91			-70.69			-57.42			-88.35
Social Security Employee			-294.62			-302.25			-245.52			-377.78
MT - Withholding			-225.00			-180.00			-186.00			-300.00
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			-588.53			-651.94			-650.94			-1,285.13
Net Pay	264		3,836.98	94.5		3,473.06	264		3,309.06	264		4,807.99
Employer Taxes and Contributions												
Medicare Company			68.91			70.69			57.42			88.35
Social Security Company			294.62			302.25			245.52			377.78
MT - Unemployment Company			29.46			30.23			24.55			37.77
Simple IRA Co Match			142.56			146.25			0.00			0.00
MT - Admin. Fund Tax			8.55			8.78			7.13			10.97
Total Employer Taxes and Contributions			544.10			558.20			334.62			514.87

Employer Paid Fringe Benefits

Frequently Asked Questions

1. Do you have sample timesheets?

Yes! Sample documentation is found on the MBCC [website](#).

2. What if my expenses don't exactly match what was in my budget?

This is OK! A budget is an estimate of expenditures. Payroll percentages are expected to vary each quarter. The important part is to ensure that the amount requested is less than or equal to the amount spent, not more.

3. How do I generate the required payroll report?

The examples provided were generated in QuickBooks as a custom Payroll Summary. If you do not use QuickBooks, work with your bookkeeper, accountant, or MBCC Fiscal Staff to ensure your reports includes the required elements.

4. Do I need to input each pay period on a separate expense line?

No, expenses should include the entire reporting period for each line item. Starting with 2022 grants, budget lines will be consolidated. Where applicable, multiple positions will be reported on one line.

5. Can I request payment with a quarterly Payroll Summary?

If you submit quarterly payment requests, you may include monthly or quarterly payroll summaries. If you submit monthly, reports need to be monthly.

6. Should health stipends/bonuses be included in fringe or personnel?

Both health stipends and bonuses are taxable and should be included in personnel. Health insurance provided by the employer is a fringe benefit. *Health Stipends and bonuses must be provided to every eligible employee, not just those funded with grant funds.*

Travel

Required Documentation

1. Lodging invoices/receipts, airline receipts, car rental receipts, baggage receipts

2. Employee reimbursement request

- Must show travel hours (departure/arrival/return times to qualify for state meal rates)
- Receipts for all misc. expenses
- Mileage documentation from [Distance Calculator](#) on MDT website. Mileage is paid based on [state mileage and per diem rates](#) regardless of the type of vehicle used (personal or entity vehicle).
- 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,

Notes:

An out-of-state [travel Form](#) must be approved by MBCC prior to travel, regardless of budget approval.

itinerary) to the appropriate subfolder within the Public folder in AmpliFund.

- Airfare, conference registration, and any refundable travel fees including hotel holding fees **will not be reimbursed until after travel has been completed.**

Contracted Services

Definition

Contracted Services includes: Professional services that benefit an applicant or their clients. For example:

- ▶ A contract with a licensed therapist.
- ▶ A contract with an accountant/bookkeeper.
- ▶ An MOU with a separate entity to complete the scope of work.

Subgrantee agreements do not fall under Contracted Services. If you believe this applies to your program, please contact MBCC for more information.

Required Documentation

1. **A copy of contract/MOU** (only needs to be sent one time)
2. **A Paid invoice** (if it isn't a reoccurring automatic monthly payment)

Other

Definition

Items in the Other category Include:

- ▶ Rent,
- ▶ Printing,
- ▶ Telephone,
- ▶ Janitorial,
- ▶ Security services,
- ▶ etc.

Notes:

Amplifund Entry: Starting with 2022 grants, budget lines will be consolidated. Where applicable, all Other category items will be reported on one line.

Required Documentation

1. **Receipts for all purchases** (to include itemized credit card purchases)
2. **Breakout of percentages paid by all funding sources. This should be included with your application and approved/modified at the time of award.**

3. 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. See [MBCC policy](#) for more info.
 1. The tracking log must be attached as additional documentation to the final budget reporting period and included with each payment request when gift cards are purchased.

Supplies

Definition

Generally, supplies include any materials that are expendable or consumed during the project.

Items costing less than \$5,000 per item

- ▶ books
- ▶ handheld tape recorders
- ▶ office supplies
- ▶ postage
- ▶ training materials
- ▶ copy paper
- ▶ expendable equipment

Required Documentation

1. **Receipts for all purchases** (to include itemized credit card purchases)
2. **Invoices**
3. **Written justification.** For bulk supply purchases and items not specifically outlined in the approved budget, please include a brief description of the purchase and how it relates to the program objectives. *Example:*

Supplies Budget includes office supplies, printing, and postage.

Purchase is for 500 presentation folders.

Justification: Presentation folders for victim resources packets distributed at event on 4/12/22. Event is fully funded by VOCA.

Frequently Asked Questions

1. Do I need a separate expense line for each supply?

No. Supplies may be entered as 1 line per quarter. Be sure to include written explanation and documentation for each purchase.

2. How do I know if my purchase is reasonable?

Does the purchase fit within the program objectives and grant timeline? If yes, then it is most likely reasonable.*

3. If my organization has an indirect cost rate, which supplies are eligible for reimbursement?

Generally, Project-specific supplies are considered direct costs and are eligible for reimbursement. This will only apply if your indirect cost rate was included in your application budget and approved by MBCC. For questions, please contact your program or fiscal officer.

**Grant-specific requirements apply. Consult MBCC Fiscal Officer for guidance.*

Equipment

Definition

- ▶ Non-expendable items that are to be purchased
- ▶ Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000

Required Documentation

1. **Purchase order**
2. **Paid Invoice with a Unique Identifier** (serial number/VIN)
3. **Procurement policy** (must be placed in the Public/Grant Management Documents folder in AmpliFund)

A quote for equipment purchases should be submitted and approved by MBCC prior to purchase.

Attaching Documentation

Documentation may be attached to either the expenses or the payment request.

Tip: If document applies to more than one expense line item, attach to the Payment Request or attach to one expense with a notation. Example: Payroll Allocation/Ledger, combined timesheets.

Timesheets and receipts may be scanned and included as one pdf instead of attaching individually to each line.

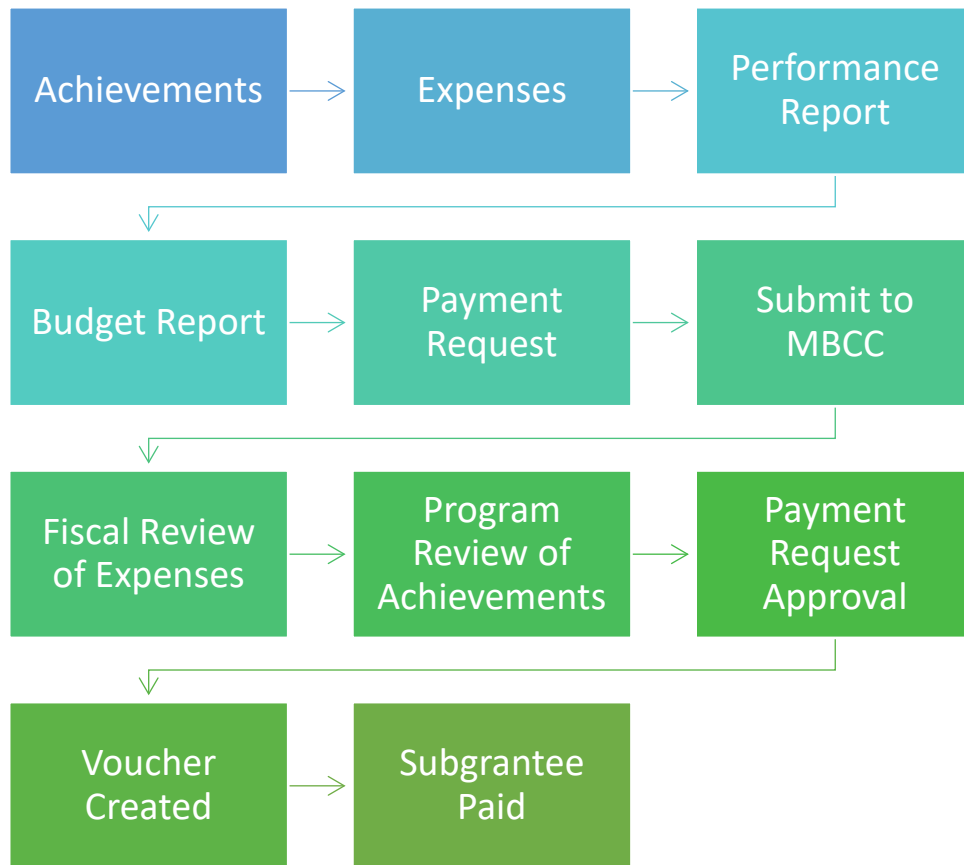
Payment Request Example >

Include written justification here as needed.

Expense Example >

Tip: If document applies to one expense line item, attach to the Expense. If document applies to more than one expense line item, attach to the Payment Request or attach to one expense with a notation. Example: cell phone bill, time sheet

Payment Request Process At-A-Glance



Resources

AmpliFund

[Financial Reporting and Performance Reporting Guides and Videos](#)

Financial

[Out-of-State Travel Form](#) > Under Travel

[Mileage Calculator](#)

[State of Montana Per Diem and Mileage Policy](#)

[Timesheet Samples](#)

[Use of Prepaid Cards Policy and Example](#)

[Code of Federal Regulations Grants and Agreements](#)

[US Department of Justice Financial Guide](#)