| Type of Cost Incurred | Required Forms of Documentation<br>(both Cost Incurred and Proof of Payment are required)<br>City reserves the right to request additional documentation as needed. | |
|---|---|---|
| | **Cost Incurred** | **Proof of Payment** |
| • Bills paid<br>• Services performed<br>• Materials purchased | • Invoice<br>• Receipt | • Copy of checks |
| • Employee Compensation | • Timesheets<br>• Pay stub listing pay periods, employee listed, last four SSN<br>• Payroll register | • Copy of pay stub |
| • Fringe Benefits | • Employer paid invoices<br>• Proof of TDI, SUTA, FUTA, Workers Comp, etc. rates | • Copy of checks |
| • Rental Assistance | • Signed lease agreement between tenant and landlord<br>• Rental assistance agreement between agency and landlord<br>• Attestation Proof of eligibility<br>• Utility invoices | • Copy of checks<br>• Check registers |
| • Mileage Reimbursement | • Mileage log which includes date(s) of travel, from/to, purpose<br>• Supporting documentation | • Copy of checks |