LCAN Expenditure/Match
Documentation Guidelines

Iowa College Aid grant funds may only be used to pay for activities that support LCAN goals and objectives, as outlined in the approved Planning/Launch/Implementation/ Continuous Improvement grant(s). Expenditures must be *allowable*, *allocable* and *reasonable* to ensure the purchase is perceived as a good use of taxpayer dollars.

Iowa College Aid is required to follow State of Iowa Procurement Guidelines. If there are any questions or concerns please ask the Community Engagement Coordinator for clarification.

Reimbursement and match claims are due on a quarterly basis and must be submitted through Iowa Grants by the last weekday of the following month. Claims submitted after this deadline will not be reimbursed. The submitting party is expected to provide support for all expenses claimed. All claims documents **must** be self-explanatory. Please note the following considerations:

- LCANs will follow the established travel policies of their fiscal agent, not to exceed federal policy limitations (whichever is more restrictive).
  - Iowa College Aid may request copies of policies and contract agreements if warranted.
- Iowa College Aid reserves the right to deny any claim deemed unallowable, unallocable and unreasonable.

The following table lists the budget categories outlined in Iowa Grants. Included are acceptable line items listed under each category and the required claim documentation to be submitted on claims for reimbursement and for match.

Local College Access Network Grant Expenditures/Match Items		
Budget Category	Line Item	Required Claim Documentation
Salaries & Wages	All Staff Paid by the Grant (or Used as Match)	• Time & Effort Report • Payroll Report
Employee Benefits	All Staff Paid by the Grant (or Used as Match)	• Time & Effort Report • Payroll Report o The percentage claimed cannot exceed the salary percentage claimed.
Travel – Includes Student Events, Professional Development & Required Meetings & Events	Airfare	• Flight Itinerary • Proof of Payment
	Airport Shuttle / Cab Fare / Car Rental	• Receipt • Proof of Payment
	Parking	• Receipt • Proof of Payment
	Baggage Check Fees	• Receipt • Proof of Payment
	Charter Bus	• Bill or Invoice • Proof of Payment

	District Bus	• Bill or Invoice • Proof of Payment
	Food & Non-alcoholic Beverages	• Receipt or Bill • Proof of Payment
	Hotel	• Hotel Receipt or Bill • Proof of Payment
	Registration	• Agenda, Schedule or Equivalent • Registration Confirmation or Invoice
	Staff Mileage	• CCE approved travel log • Proof of Payment
Materials & Supplies	Educational Materials (Computers, Tablets, Calculators, Projectors, Non-textbook Books, etc.)	• Receipt, Invoice or Catering Order (Internal Food Purchase) • Proof of Payment
	Event Materials & Supplies	• Receipt or Invoice • Proof of Payment
	Office Supplies	• Receipt or Invoice • Proof of Payment
	Outreach Materials	• Receipt or Invoice • Proof of Payment
	Postage	• Receipt or Documentation of Meter • Proof of Payment
	Printing	• Receipt or Copy Log Details • Proof of Payment
Consultants & Contracts	Charter Bus Service (ongoing)	• Receipt or Invoice • Proof of Payment
	Consultant/Speaker	• Invoice or Bill • Proof of Payment
	Facility Space or 100% Devoted Office Space	• Invoice or Bill • Proof of Payment
	Food Service/Event Catering	• Receipt or Invoice • Proof of Payment
	Volunteers (Match only)	• Time & Effort Report

This table details the specific pieces of information needed on items required for claims documentation.

Local College Access Network Grant Expenditure Documentation Detail	
Required Documentation	**Document Must Include**
Agenda or Schedule	- Event Begin & End Dates & Times - Location (City/State) - Event Title
Bill or Invoice	- Vendor Information (Name, City/State) - Invoice Number - Date of Purchase - Itemized List of Charges - Item Quantity, Description & Unit Price - Order Date - Final Total
Flight Itinerary	- Traveler First Name & Last Name - Destination - Travel Dates - Flight Cost (If not listed on itinerary, include separate invoice.)
Payroll Report	- Employee First & Last Name - Pay Period Covered - Total Amount Paid - Itemization of Benefits - Total Salary & Benefit Amount - Please provide a breakout of the salary and benefit amounts covered by the grant. - This documentation can be a check stub, a payroll report or a journal entry report.
Proof of Payment	- Date Paid - Total Paid - Who was Paid - Payment Method This documentation can be a copy of a check, a journal report, or a credit card receipt.

Receipt	- Vendor Information (Name, City/State) - Date of Purchase - Itemized List of Charges - Item Quantity, Description & Unit Price - For transportation receipts, include starting point, destination & rate per mile (if applicable.) - Final Total - Method & Amount of Payment
Registration Confirmation	- Event Name - First & Last Name of Attendee(s) - Total Registration Amount
Time & Effort Report	- First & Last Name - Position - Month & Year Services Provided - Hours of Service by Date - Description of Services Provided - Total Hours - Rate of Hourly Pay - Total Pay for Service - Signed by Employee or Supervisor - Handwritten Signature or Verified Electronic Signature; Typed Names Not Accepted. - Signature must be dated on or after the last day services were provided. Complete the LCAN Time & Effort Report. (Equivalent documents are allowed but must be approved by the LCAN Community Engagement Consultant prior to use.)
Travel Log	- Date - Total Miles - Purpose of Travel - Starting Point & Destination - First Name & Last Name of Travelers - Rate per Mile