

## Instructions

*Example: Food expenses not eligible = \$75, include receipt in report.*

Tasks and subtasks should be pulled directly from the budget sheet.

Fill out the fields that are in yellow.

Ineligible expenses need to be called out in the budget. See subtask line item.

Ensure hours do not exceed what is listed in the work plan and budget.

If task or subtask hours or expenses will exceed the work plan and budget hours by 10%, this will require an amendment prior to that work occurring.

When invoice is complete, create a PDF of the budget sheet.

SAMPLE

Grantee name		Contract #:	#####	Juster #:	#	Total Contract Amount:					Notes / Instructions	
Dates invoiced for:		Invoice date:		Total Contract Amount:								
Task	Task Description	Total Expenses	Staff time (hours)	Cost per hour	Eligible Expenses						Ineligible Expenses (100% grantee share)	
					Total Labor (Staff time * Cost/hour)	Purchases	Total Eligible Expenses	Federal Share: 70%	State (non-Federal) Share: 20%	Grantee (non-Federal) Share: 10%		
1	Task Description	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - ineligible expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Task Description	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - ineligible expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Task Description	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - ineligible expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Task Description	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - ineligible expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Task Description	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - direct expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	subtask description - ineligible expense	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Grey line auto calculates based on content added in cells below.  
 Tasks and subtasks should be pulled directly from the budget sheet.  
 Fill out the fields that are in yellow.  
 Ineligible expenses need to be called out in the budget. See subtask line item.  
 Ensure hours do not exceed what is listed in the work plan and budget.  
 If task or subtask hours or expenses will exceed the work plan and budget hours by 10%, this will require an amendment prior to that work occurring.  
 When invoice is complete, create a PDF of the budget sheet.  
 Use this column to include a budget narrative per line. Example: 1 space rental at \$100.  
 Use this column to include a budget narrative per line.  
 Example: Food expenses not eligible = \$75, include receipt in report.

Grantee NEVI Formula Fund Summary (Cluster #)	Total Budget	Total Eligible Expense Budget (Total - Ineligible expenses)	Federal (\$)	State (non-Federal) Share: (%)	Ineligible expenses	Grantee Share + Ineligible expenses (\$)	Federal Share (%)	State (non-Federal) Share: (%)	Grantee (non-Federal) Share: (%)
Total Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70.00%	20.00%	10.00%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70.00%	20.00%	10.00%
Unspent Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			