

2009 RURAL ALABAMA INITIATIVE REIMBURSEMENT CHECKLIST

- AU Subrecipient Invoice:** (1) Signed/Dated by PI **and** ACES POC; (2) Subk Name & Address; (3) Invoice #; (4) Period; (5) Subcontract # ; (6) Subk Amount; (7) Subk Period; (8) Current and Cumulative Expenses by Line Item; (9) Contact Info; (10) Copy.
- Supporting documents:**
 - Original Itemized Vendor Invoice
 - Expenditure Summary (Explains what makes up the Subk Invoice Line Items)
 - On **each** expenditure:
 - Business Purpose
 - Cost & Payee
 - RAI Grant Number (09-RAI-00XX)
 - Evidence of Payment
- Salary/Wages & EE Benefits:** (1) Who received; (2) How calculated; (3) Period of Performance
- Equipment/Facilities/Materials & Supplies/Postage:** Original Itemized Receipts.
- Meals/Lodging:** (1) Original Itemized Receipts; (2) Participant List; (3) Agenda; (4) Explain if paying for > Participant List.
- Honorarium & Consulting:** (1) Who received; (2) Period of Performance; (3) Agenda; (4) Participant List.
- Travel:** (1) IRS Rate or Actual Expenses with Itemized Receipts; (2) "Shortest Distance" on Mapquest.com [explain variance]; (3) To/From [No roundtrip X 2].
- Computer Purchases:** NOT allowed through AU Contract process.
- RAI Project Update Form:** Required with **each** Reimbursement submission (minimum: Quarterly, regardless of activity).
- Budget Mod Request:** (1) **ANY** Scope change; (2) Line Item Change > 10% Award; (3) Call ECDI first; (4) Must receive **written** ECDI approval.
- AU/OSP Subk Closeout Form:** Required with **Final** Reimbursement submission.