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| --- | --- | --- |
| ***Award Identification Number:***  | ***Agency Name:***  |  |
| ***City:***  |  | ***State:***  | ***VERMONT*** |
| ***Contact Person:***  |  | ***Phone Number:***  |  |
| ***Email:***  |  | ***DATE:*** Click or tap to enter a date. |

**Reporting Period:**

Please indicate how much funding was spent in each category during the reporting period by placing dollar amounts in the corresponding boxes. Also indicate the per diem when necessary. ***(Right click table then select worksheet object ->edit).***



Please give a brief description of each item in the order in which they are attached to this form. Please use additional sheet(s) if necessary.  ***(Highlighted paragraphs may be deleted for space)***

*Please include clear and accurate documentation for all expenditures. The VSIUGB would prefer a general ledger log from your accounting system (i.e. Quickbooks, Quicken, Peachtree, etc.) be the sole submitted documentation, with all corresponding original receipts, checks and invoices being kept on file at the SIU for a minimum of 3 years. If your SIU’s accounting system is not capable of generating general ledger logs, please submit copies of all documents that support all your SIU grant expenditures, i.e. cancelled checks, copies of a credit card statement, invoices etc.*

***Per Diem rates only indicate the maximum amount that can be spent by an individual for meals, mileage and incidentals. VSIUGB will only reimburse for the amount spent on meals and incidentals as listed on legible itemized receipts. Per Diem Rates for meals and Incidental are established by Vermont’s Collective Bargaining Contracts, while the per-diem rate for mileage can be found at the*** [***www.gsa.gov***](http://www.gsa.gov) ***website*.**

**I attest that all information provided is true and accurate to my knowledge.**

## Signature \_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Don’t Forget!**

## Date: Click or tap to enter a date.

##

## Title: \_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_