

Documentation Required for ICJI Grants Checklist



Personnel:

- ☐ Pay Stubs
- ☐ Time Sheets for each employee (must have 2 signatures - employee and approving official)

Employee Benefits:

- ☐ Pay Stubs
- ☐ Invoices (if applicable)
- ☐ Proof of Payment for Invoices

Travel:

- ☐ Receipts (Registration, Hotel, Airline, Taxi, Rental Car, Etc.)
- ☐ Conference Agenda (if applicable)
- ☐ Mileage Log/Reimbursement Form (if applicable)
- ☐ Proof of Payment

**** ICJI can only reimburse at the current State of Indiana Reimbursement rates for hotels, mileage, and per diem. These rates can be found on IDOA's travel policy page, <https://www.in.gov/idoa/2459.htm>. ****

Equipment:

- ☐ Receipts/Invoices
- ☐ Proof of Payment
- ☐ Copies of bids from vendors (competitive bidding is required if the individual piece of equipment cost is over \$500).

Supplies and Operating:

- ☐ Receipts/Invoices
- ☐ Proof of Payment

Consultants/Contractors

- ☐ Invoice from the consultant/contractor
**** Must clearly show the vendor name, date(s) of services, hours worked, payment amount due for the services, and a list of what service(s) the contractor/consultant performed. ****
- ☐ Proof of Payment