

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