**Expense Documentation Template**

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| **Receipt/Invoice Date:** |  |
| **Grant Name:** |  |
| **Grant #:** |  |
| **FOAP:** |  |
| **Brief Description of Product/Service:** |  |
| **Describe how the product/service relates to the budget and aims of the sponsored project:** |  |
| **How is this service/product allocated?** | [ ]  **100% to this fund (justify)**[ ]  **Shared between this fund and another (explain)** |
| **Is this an exceptional circumstance requiring additional justification and/or approvals?** | [ ]  **No**[ ]  **Yes (explain and provide justification)** |

**\*\* Remember: Receipts, Invoices, and documentation should stand alone. If you leave, can we successfully complete an audit with just your documentation?**