

Expense Documentation Template

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?	<input type="checkbox"/> 100% to this fund (justify) <input type="checkbox"/> Shared between this fund and another (explain)	
Is this an exceptional circumstance requiring additional justification and/or approvals?	<input type="checkbox"/> No <input type="checkbox"/> Yes (explain and provide justification)	
Justification:		

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