|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Washington State GEAR UP Expenditure Detail Form** | | | | | | | |
| **Insert School District Name Here** | | | | | | | |
| **Insert Month and Year Here** | | | | | | | |
| **Directions: Complete and submit this form with the A19 Invoice Voucher and required backup documentation by the 25th of each month.** | | | | | | | |
|  | | | | | | | |
| **Salaries, Wages and Benefits Name of Staff Member** | **Staff Position Title or Reason for Staff Pay** | | **Assigned Document #** | **Receipt**  **Amount** | | **Category Total\*** | |
| *Sarah Canny* | GEAR UP Coordinator | | 1 | $ | 1,245.56 |  | |
| *Eric Haugland* | Substitute for Luke Wallfield to attend UW College visit. | | 1 | $ | 112.43 |  | |
| *Naomi Wallace* | After school tutor in district's GEAR UP program | | 1 | $ | 347.98 |  | |
| *Roger Smith* | Daycare provider for Financial Aid Night | | 1 | $ | 16.76 |  | |
| **Subtotal of Salaries, Wages and Benefits** | | | | | | **$** | **1,722.73** |
| **Staff Travel and Professional Development** | **Describe expenditure** | **Name of Activity in Work Plan/Portal** | **Assigned Document #** | **Receipt**  **Amount** | | **Category Total\*** | |
| *The Hilton Hotel* | GEAR UP West lodging, Samson, Clemmons and Straw | GEAR UP West | 2 | $ | 345.23 |  | |
| *Will Clemmons* | GEAR UP West travel expenses on 09/20-09/21 (mileage, meals and ferry) | GEAR UP West | 3 | $ | 185.32 |  | |
| *Tiffany Straw* | GEAR UP West travel expenses in Seattle, WA on 9/20-09/21 (meals only - rode with Will) | GEAR UP West | 4 | $ | 64.00 |  | |
| *Nick Samson* | GEAR UP West travel expenses in Seattle, WA on 9/20-09/21 (meals only - drove with Will) | GEAR UP West | 5 | $ | 64.00 |  | |
| **Subtotal of Staff Travel and Professional Development** | | | | | | **$ 658.55** | |
| **Goods & Services** | **Describe expenditure** | **Name of Activity in Work Plan/Portal** | **Assigned Document #** |  | **Receipt**  **Amount** | **Category Total\*** | |
| *Albertsons* | Food for family night. 44 GU students, 62 GU family members,5 staff. | Financial Aid Night, 9/14/14. | 6 | $ | 174.85 |  | |
| *Fred Meyer* | Snacks for UW field trip: 20 GEAR UP students, 3 staff | College Visit – UW, 9/7/14. | 7 | $ | 15.65 |  | |
| *Office Depot* | GEAR UP office supplies | N/A Consumable supplies | 8 | $ | 45.32 |  | |
| *Office Depot* | Binders and paper: | N/A Consumable supplies | 9 | $ | 69.32 |  | |
| *School District Name* | Field trips meals for 32 students, | Flight Museum, 9/18/14 | 10 | $ | 256.00 |  | |
| **Subtotal of Goods and Services** | | | | | | **$** | **561.14** |
| **Student Transportation** | **Describe expenditure** | **Name of Activity in Work Plan/Portal** | **Assigned Document #** |  | **Receipt**  **Amount** | **Category Total\*** | |
| *School District*  *Transportation Dept.(This can include driver time and pay)* | 20 students and 3 staff to UW | College Visit – UW, 9/7/14. | 11 | $ | 189.10 |  | |
| **Subtotal of Student Transportation** | | | | | | **$** | **189.10** |
| **Total Direct Costs** | | | | | | | |
| **Total Direct Costs from Each Category Above** | | | | | | **$** | **3,131.52** |
|  | | | | | | | |
| **Indirect Costs** | | | | | | | |
| Calculation | | | Total Direct Costs | Rate | | **Total** | |
| School District Federal Restricted Rate x Total Direct Costs | | | $3,131.52 | 3% | | **$** | **92.69** |
|  | | | | | | | |
| **Total Reimbursement**  **Requested** | Total Direct Costs + Total Indirect Costs (lines 77+81) | | | | | **$** | **3,224.21** |

\*Transfer the category subtotals to the A19 Invoice Voucher.