Detailed Expenditure Report Instructions

Provide the following information to identify the grant.

- Project title
- PARTF Project number
- Billing Request number
- Reporting Period Start Date and End Date

Instructions for Each Element of the Project Scope

Provide the following information for each project element:

1. The name of the project element. The elements listed on the Detailed Expenditure Report are the same as the project elements listed in the "Project Costs" submitted with the PARTF application.

2. Enter the invoice or American Institute of Architects (AIA) number, date, and amount of each invoice that is being provided to document expenditures related to the element.

3. Total expenditures for this reporting period (Column A) - This is the sum of all the invoices listed this element.

4. Total expenditures to date (Column B) – Add Column A plus all previous expenditures.

5. Project Cost (Column C) – Enter the cost of the element in the application's Project Costs.

6. Percent complete – Estimate the progress on the element by estimating the percentage of the work completed. Enter 100 percent when the element is finished.

7. Comments –
   a. Describe the progress on the element.
   b. Describe any circumstances that could prevent the element from being completed on time and according to the cost estimate.
   c. Identify expenditures that have exceeded the "Project Cost" for the element.

8. Invoices - Provide a copy of each invoice that is listed for a project element or an AIA contract document. If an invoice applies to two or more elements of the project scope, make a copy for each element and indicate the portion of the invoice amount that are applied to each element by highlighting.
   a. AIA's must include all pages including the Continuation Sheets and Sales Tax Report.
   b. Please refer to the PARTF Accounting Workshop for an example of tax and retainage from an AIA invoice.

Page Totals

After completing the information listed above for all elements on the page, calculate the pages totals for each column:

1. Total Expenditures for this Request For Reimbursement

2. Total Expenditures to Date

Grand Totals

3. If needed, use additional Detailed Expenditure Report pages to document the expenditures for all the elements in the project scope. Calculate the sum of all the page totals. Enter the grand totals for Total Expenditures For This Reporting Period (Column A) and Total Expenditures to Date (Column B) on the Request for Reimbursement form.

Sample Detailed Expenditure Report

On the following two pages are samples of a blank Detailed Expenditure Report as well as a completed form. Electronic copies of the Detailed Expenditure Report file as well as the instructions can be downloaded from the www.ncparks.gov/partf via the link "For Grant Recipients".