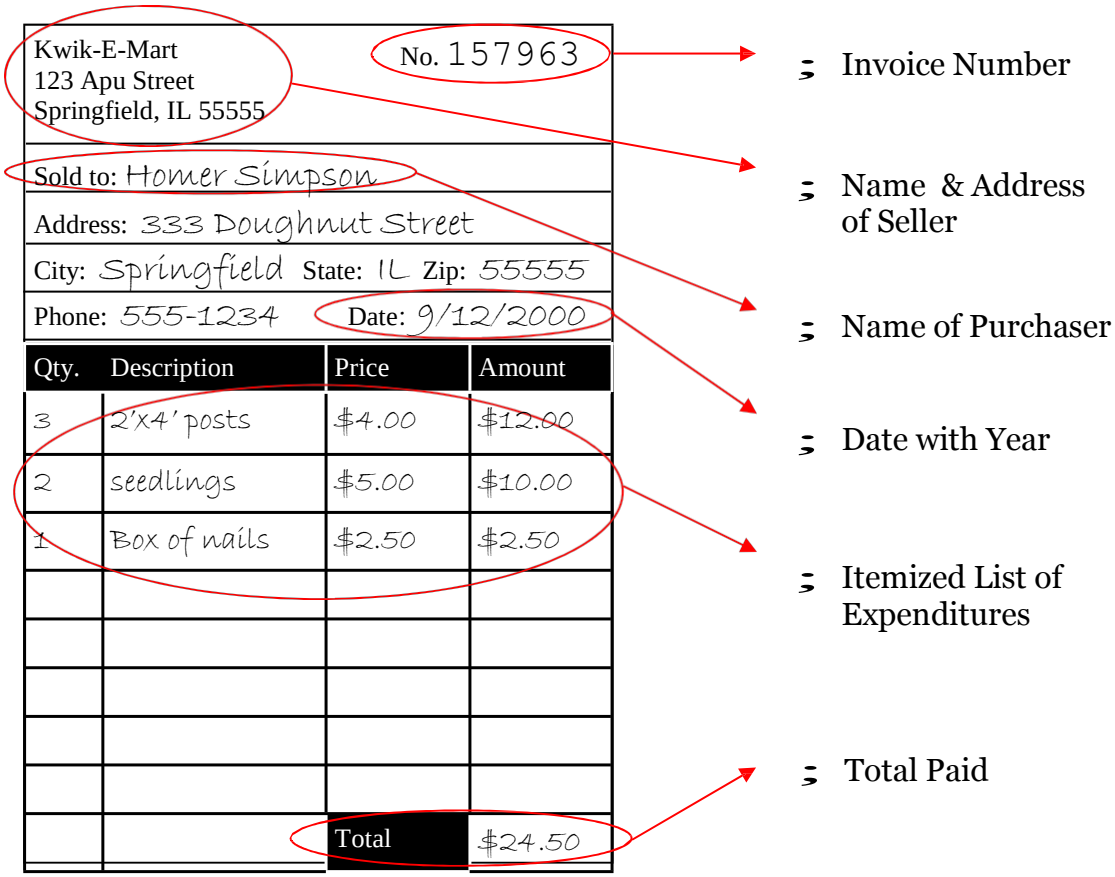
SPG Grant Program

Expense Tracking Guidelines

Please note: Marion SWCD will not pay for expenses incurred outside the grant period (before the Grant Agreement has been signed by ALL parties) or after the completion date.)

In order to be reimbursed for the expenses you incur on your project, it is very important that you keep acceptable records (receipts, invoices, etc.) to submit to your grant administrator. To help you do this, we have provided you with some guide-lines for what are and are not acceptable forms for expense tracking.

Acceptable Documentation	Unacceptable Documentation
Receipts	Bids
Invoices	Estimates
Pay Stubs	Bank Statements
Labor Tracking Forms	Credit Card Bills

The Components of an Acceptable Invoice/Receipt