

Onondaga Environmental Institute

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Guidelines for Submission of Project Expenses

I. Non-Labor Expenses: Non-labor expenses include any goods, supplies, materials, or services purchased using cash, check, or credit card. Proper documentation would include one or more of the following: copies of payment check, bank statement for debit or credit card purchases, along with a receipt, vendor's invoice, bill, or other communication regarding materials or services provided for the carp fishing tournament. The following non-labor summary table outlines the proper documentation to accompany the above.

Non-Labor Expense Summary

Vendor	Expense	Item	Quantity	Cost Per Item	Date of Purchase	Total Expenses
Denny's Restaurant	Prize	Gift Certificate	1	\$100.00	4-20-2006	\$100.00
Wal-Mart	Prize	Rappala Fishing Lure	25	\$5.00	5-31-06	\$125.00
Syracuse Post Standard	Advertisement	7 x 12 Advertisement Syracuse Post Standard	1	\$750.00	3-12-06	\$750.00

II. Labor Expenses: Labor expenses pertain to the compensation of individuals. Proper documentation includes the following record of time devoted to project related activities (time logs and labor summary), a compensation rate (in \$/hr), and copies of checks written to each individual*. The following labor expense summary should accompany paychecks and time logs.

Labor Expense Summary

Personnel	Date	Start Time	End Time	Description of Work Activity	Number of Hours
John Smith	4-11-06	9:00 AM	10:00 AM	Authorized Advertisements for Carp Fishing Tournament	1
John Smith	4-12-06	2:15PM	2:30 PM	Placed advertisement for Tournament	.25

* This is the case for small organizations without payroll. For larger organizations with a payroll, the labor expense summary table on the organization's letterhead will suffice.

John Smith	4-15-06	6:00 PM	8:00 PM	Designed Advertisement Posters	2
Joe Taylor	4-20-06	3:00	4:00	Calling potential donating vendors	1
Total Hours					4.25

John Smith: 3.25 hrs x \$10.00/hr = \$32.50

Joe Taylor: 1 hrs x \$8.00/ hr = \$8.00

Total: _____ \$40.50

III. Non-Labor Donations: Non-labor donations include any goods, supplies, materials, or services donated by outside vendors or organizations. Documentation of the donation is desired, and can come in the form of copies of the letters on official letterhead accompanying the donation or copies of the letters on official letterhead acknowledging the donation.

Non-Labor Donation Summary

Donation Sponsor	In-Kind	Donation Type	Value of Donation	Quantity	Date of Donation	Total Value
Onondaga County Sportsmen Federation	Donation	Monetary	\$100.00	1	3-12-06	\$100.00

IV. Labor Donations: Labor donations pertain to the value of donated in-kind services performed by individuals. Proper documentation includes the following record of time devoted to project related activities (time logs and labor summary), the compensation rate (in \$/hr), and copies of check written to each individual. The following labor donation summary should accompany paychecks and time logs.

Labor Donation Summary

Personnel	Date	Start Time	End Time	Description of Work Activity	Number of Hours
Joanne Smith	4-14-06	10:00 AM	11:00 AM	Authorized Advertisements for Carp Fishing Tournament	1
Joanne Smith	4-12-06	2:15PM	2:30 PM	Placed advertisement for Tournament	.25
Joanne Smith	4-16-06	6:00 PM	8:00 PM	Designed Advertisement Posters	2

Josie Taylor	4-27-06	4:00	5:00	Calling potential donating vendors	1
Total Hours					4.25

Joanne Smith: 3.25 hrs x \$10.00/hr = \$32.50

Josie Taylor: 1 hrs x \$8.00/ hr = \$8.00

Total: _____ \$40.50

Attached is an example of a time log

Time Log for (person) _____
April , 2006

Hours

Description of Work		
8:30		
8:45		
9:00		
9:15		
9:30		
9:45		
10:00		
10:15		
10:30		
10:45		
11:00		
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3:00		
3:15		
3:30		
3:45		
4:00		
4:15		
4:30		
4:45		
5:00		

Total Hours = _____