

## **Listing of Project Expenses**

### **Listing of Project Cash Expenses**

OGWRI requires a listing of all project expenditures and copies of all invoices/receipts for expenses incurred during the reporting period. This includes all costs that were recorded in your project budget. A listing of all project expenditures is required since OGWRI funding is reimbursed based on your total project costs (refer to Schedule B in your contract). **OGWRI can only reimburse you for invoices that have been paid.** (Note: **OGWRI requires copies of cheques and may ask for cancelled cheques** to verify that invoices have been paid.) **OGWRI must be able to audit all project costs** to justify payment of your project's expenditures. You may use the attached template, or you may use your own format provided that it contains the same information.

Please note the following when completing the **Listing of Project Expenditures** template:

- Record your expenses using the same categories as per Schedule B budget of your contract. Please complete a separate page for each category. Please also indicate the milestone for which the expense falls into.
- List your invoices/receipts chronologically by their issue date. This format will help you to avoid missing or duplicating invoices/receipts when you file future claims.
- Record the cheque number and invoice number on the template. Please provide copies of cheques or a bank statement as proof that the invoice has been paid.
- Record the phone/fax number of the supplier on each of your invoices/receipts that lack contact information. Suppliers may be contacted by OGWRI to verify invoices.
- Clearly identify the amount being claimed on each invoice. If an invoice contains eligible and ineligible items, please identify the eligible amount and record it on the invoice and on the "Total Invoice Less GST Refund" column.
- Record (A) your business/organization's refundable GST amount for each invoice/receipt in the refundable GST Amount column. (B) Only the non-refundable portion of the GST is an eligible expense. Thus, for most businesses GST is not eligible for reimbursement and the entire amount should be reflected in the Refundable GST Amount Column (B).

### **Listing of In-Kind Contributions – Salaries/Labour**

The **Listing of In-Kind Contributions** template for salaries and labour is to be completed only if your contract includes an allowance for in kind salaries and labour contributions. In-Kind contributions are services for which your organization did not incur a cash expenditure.

## **Listing of In-Kind Contributions – Goods & Services**

The **Listing of In-Kind Contributions** template for goods and services is to be completed only if your contract includes an allowance for in kind goods and services contributions. In-Kind Goods and Services are those received for your project for which you did not incur a cash expenditure.

Documentation to support the value of in kind donations of goods and services is required. Materials/ supplies should be costed at the fair market value for the purchase. Where possible, actual receipts should be included. Existing equipment should be costed at the standard rental rate. When a rental rate is not available, assume that the equipment's depreciation over the project's life is the cost of the service.

## **Mileage Reporting**

Mileage should be reported with the following information:

- Date of the trip
- Destination of the trip
- Purpose of the trip as it relates to the project
- Total number of kilometer the trip required
- Rate of reimbursement in cents per kilometer