

Expense Category	Examples of Eligible Expenses	Supporting Documentation
Payroll	Payroll of VSS-funded staff for reimbursement or use as match	<ul style="list-style-type: none"> • Payroll check register, or payroll report to verify gross wages • Payroll stubs showing gross pay and distribution • Payroll spreadsheet showing allocation by fund
Benefits	FICA, Health, Dental, Vision, Life, Unemployment Insurances; Retirement and Disability	<ul style="list-style-type: none"> • Premium statements or invoices from insurance or retirement providers • Iowa Workforce Development quarterly SUTA reports • Deposits of payroll taxes • Payroll reports reflecting employer costs
Travel & Training*	Mileage or rental car, meals, lodging, parking, airfare, ground transport, baggage fees, conference registration fees, staff mileage for regular work duties such as transporting victims.	<ul style="list-style-type: none"> • Itemized meal receipts <u>must</u> be included • Itemized hotel statement/invoice • Staff requests for reimbursement • Documentation of travel (mileage record, conference registration form, agenda, etc.) • Travel purpose • Taxi/bus/train receipts • Airline confirmation
Contractual Services^	Book-keeping and accounting fees, security services, therapy services, etc.	<ul style="list-style-type: none"> • Statements or invoices showing the <u>date(s) of service</u>, the <u>total amount owed</u>, the <u>amount paid</u>, and the <u>contract period</u>.
Equipment [△]	Printers, computers, laptops, scanners, tablets, phones, and other equip used for approved programming	<ul style="list-style-type: none"> • Vendor receipts or invoices for each item • A description of the item purchased
Repairs/Maintenance	Building & Equipment maintenance (copier, lawn care, etc.)	<ul style="list-style-type: none"> • Vendor receipts or invoices showing the <u>date or dates of service</u>, the <u>total amount owed</u>, and the <u>amount paid</u>, with <u>a copy of the check</u>.

Rent	Business, shelter & outreach offices	<ul style="list-style-type: none">• Vendor receipts or invoices showing the rental period & the location address (unless confidential)• Copy of signed contract/lease agreement
Utilities	Electric, water, waste removal, satellite cable	<ul style="list-style-type: none">• Statements or invoices showing the usage period & the location address (unless confidential)
Communications	Cell phone plans, landline services, internet, intercoms, TDD /relay machines/VP systems, etc.	<ul style="list-style-type: none">• Statements or invoices from provider