



Guidelines for AmeriCorps Periodic Expense Reports

Corporation Share = Report funds requested for reimbursement per Cooperative Agreement.  
 Subgrantee Share = Report in-kind or cash match

NOTE: In-kind support will provide a significant portion of the subgrantee share. Be thorough and document all in-kind amounts.

**A. Member Support Costs (This section does not apply to planning grants.)**

- 1) Number of members: Use full-time and part-time living allowances as cash match. The matching funds for member supports costs must be non-federal funds.
- 2) Training and education: Include costs of training and educating AmeriCorps members. For example: Number of hours X number of members. You may include hourly salary and benefits of the person(s) providing the training. Training costs may include workshops/seminars you send your member to attend or other program staff who may provide the training. Do not include supervisory costs.

**B. Staff In-Kind**

Include all staff that directly supports the AmeriCorps program, such as the following:

<u>Salaries</u>	<u>Grantee Cash – Funded</u>	<u>Grantee In-Kind – Funded</u>
Site Supervisor	(% of time x wage/monthly)	(% of time x wage/monthly)
Clerical	(% of time x wage/monthly)	(% of time x wage/monthly)
Other Staff	(% of time x wage/monthly)	(% of time x wage/monthly)

Benefits: Report at agency benefit rate x salary of above.

**C. Operational In-Kind**

Travel: Expenses include travel for day-to-day operations for program staff and members, i.e. mileage at current mileage rate.

Transportation: Costs include any out of town travel expenses for site supervisors and/or members (hotel, airfare, mileage, meals). **These costs must be pre-approved by the Program Director and relate to the AmeriCorps program.**

Supplies & Equipment: Costs include any forms, computer accessories, supplies, resource materials, pens, pencils, notebooks, calendars, folders, etc.

Other: Includes costs for space rental, telephones, internet service, postage, copying, etc.

Each program site may contribute all of the above and any other type of support that is used by the program staff and/or members. Individual rental space costs may vary.

Other: Member recruitment. Any early member recruitment costs incurred before the grant program begins may be counted as grantee match.

#### **D. Internal Evaluation and Monitoring**

Independent evaluation costs can be charged against the grant if provided for in the approved program budget.

#### **E. Administrative Costs In-Kind**

Expenses associated with the overall administration of the program. These include 1) indirect costs; 2) costs for financial, accounting, auditing, contracting or legal services; 3) costs for insurance that protects the entity that operates the program, and 4) portion of salaries and benefits of the program's Director and other administrative staff not attributed to time spent in support of a specific program or project.

**Administrative costs do not include allowable costs directly related to program Operations such as:** 1) costs for members (living allowances, insurance payments of members, training and travel); 2) costs for program staff who recruit, train, place or supervise members; 3) costs for independent evaluation and any internal evaluations of the program that are related to creative methods of quality entertainment.