

GUIDELINES FOR COMPLETING REPORT OF COSTS INCURRED FORM (RCI)

Grantee Name – Name of agency

RCI (Claim) No. – Contract year (from GOHS contract number) followed by -01, -02, -03, etc. (the number of this RCI claim) **Example:** 2002-01 would be the first RCI submitted for contract 2002-AL-007. (**Note:** This is the only numbering system to be used for purposes of submitting RCIs to GOHS. If you have a separate numbering system for use within your agency, please use that system internally only.)

Federal ID No. – Agency's Tax I.D. Number

Time Period Covered – List the dates covered by this RCI (i.e., Jan - March 2002, 1/1/02 - 1/31/02, etc.)

GOHS Contract No. – Number from the top right area of the face sheet of the Contract/Agreement (i.e., 2002-PT-003, 2002-157-004, 2002-410-005, etc.)

Total Grant Amount – Total amount of grant award, which can be found on the bottom of the face sheet of the Contract/Agreement.

Category/Type – List the expenses in the proper category (i.e., Personnel Services for overtime, Materials & Supplies for Public Information & Education materials, Capital Outlay / Equipment for equipment, etc.)

Current Claimed Expenditures – List the expenses for this RCI's **Time Period Covered** only.

Previous Claimed Expenditures – List total of expenses submitted on previous RCIs for this Contract/Agreement.

Total Expenditures – Total of **Current Claimed Expenditures** and **Previous Claimed Expenditures**.

Grant Budget Amount – Amount allotted in the contract for each specific category (i.e., "Capital Outlay", "Personnel Services", "Out-of-State Travel", etc.), which can be found on the budget page of the Contract/Agreement.

Grant Amount Remaining – Difference between **Total Expenditures** and **Grant Budget Amount**.

SUPPORTING DOCUMENTATION REQUIREMENTS:

RCI COST CATEGORY	ACCEPTABLE SUPPORTING DOCUMENTS
Personnel Services & Employee Related Expenses (for Overtime Contracts)	Labor Distribution report, copies of time sheets; payroll journal reports; payroll taxes & insurance reports (where applicable to overtime). The report must have the names of the individuals, overtime hours, dollars, and ERE for each individual. If no report exist, an excel spreadsheet will suffice. PROOF OF PAYMENT IS REQUIRED
Professional & Outside Services; Materials & Supplies (PI&E); Capital Outlay/ Equipment; Other Expenses	Bid documents (i.e., Requests for Proposal, verbal and/or written quotes, awards); requisitions; purchase orders; receiving reports; invoices; copies of payment checks to vendors PROOF OF PAYMENT IS REQUIRED
Travel In-State & Out-of-State	Travel expense claims; hotel receipts; airline travel itineraries & receipts; conference/workshop registration fee receipts; copies of credit card receipts/ bills and/or payment checks PROOF OF PAYMENT IS REQUIRED

Other Information:

* Federal Grants received through the Governor's Office of Highway Safety are Reimbursement Grants and, as such, require documentation supporting expenditures prior to reimbursement being authorized.

* The preparer of the RCI must print his/her name, **sign**, date, list a telephone and fax number where he/she can be reached, and attach the proper supporting documentation (see above).

* The RCI must be **signed** and dated by the Project Director or Agency Official authorized by the Project Director to certify and sign RCIs as true and correct.

* RCI with the **original signatures** of the Project Director or Agency Official authorized by the Project Director to certify and sign RCIs will be accepted.

* No RCI should be submitted with zero for **Claimed Expenditures**. If no funds have been expended during a particular time period for which you are submitting a Quarterly Narrative Report, **no** RCI should be submitted.

* **Do not** submit duplicate RCIs or copies of previously submitted RCIs with your Quarterly Narrative Reports. If an RCI has not been paid and 21 days has passed since your submission of the RCI, you may call your Project Coordinator at GOHS to inquire about the status of the reimbursement.

* **RCIs not properly completed and signed or which do not include supporting documentation will be returned to the agency.**

* RCIs will not be honored if submitted more than **thirty (30)** days after the Contract/Agreement termination date.