

SUPPORTING DOCUMENTATION

For expenses claimed under EMPG, we require supporting documentation to meet the Federal Requirement put in place by [2 CFR 200.331 \(d\)](#) which requires pass-through entities to “monitor the activities of subrecipients as necessary to ensure that the subaward is used for authorized purposes.”

These supporting documents must be procedurally generated and cannot be self-certified documents. For example, in the case of **Salary and Benefits**, we would require documentation generated by the jurisdiction’s payroll software.

What this is

- Compensation and Benefits Summary
- Payroll Summary
- Pay Stubs

What this isn’t

- A written document (E-mail)
- An excel spreadsheet showing the amounts
- A copy of the trial balance

For other **purchases**, we will need proof of purchase as well as proof of payment. Again these must be procedurally generated documents and not self-certified documents.

What this is

- An invoice and a copy of the check used to pay the invoice
- An invoice and credit card statement showing the purchase
- An itemized receipt showing payment and listing what was purchased

What this isn’t

- A copy of the general ledger or trial balance
- A spreadsheet stating expenses to be claimed for EMPG
- A purchasing card transaction log

As for **Travel Expenses**, these documents will depend on your policy. We will need proof that the travel was authorized and proof that the expenses were incurred and/or reimbursed.

These documents are to be submitted in webEOC with your quarterly reports. If you are ever uncertain about whether or not you have the documentation required to claim an expense under EMPG, call or E-mail the EMPG coordinator.

*Remember to retain all documents for three at least years after closeout.