AmeriCorps

	Transaction Type	Date	Payee/ Vendor/ Staff	Amount	Approved in AmeriCorps budget?	CNCS or Grantee Share Expenditure? If Grantee Share, evidence in G/L of grantee share source	Source Documentation Available	Reasonable & Allowable Determination and evidence that applicable subrecipient policy was adhered to.	Comments	Follow-up Required?
1										
2										
3										
4										
5										
6										
7										
8										

	Personnel (Payroll) and Living Allowances Transactions	Date	Staff Name, Title or Member ID	Amount	If applicable, proof of eligibility for AmeriCorps member receiving living allowance	Source Documentation Available	Do timesheets substantiate expenditures charged to AmeriCorps? Are timesheets signed by staff or member and supervisor and dated?	Reasonable & Allowable Determination and evidence that applicable subrecipient policy was adhered to.	Comments	Follow-up Required?
1										
2										
3										
4										

SUBJECT TO CHANGE

	Travel Transactions	Date	Staff Name, Title or Member ID	Amount	Was travel advance provided? If so, evidence that reimbursement was adjusted for travel advance.	Source Documentation Available, including reason for travel	CNCS or Grantee Share Expenditure? If Grantee Share, evidence in G/L of grantee share source	Reasonable & Allowable Determination and evidence that applicable subrecipient policy was adhered to.	Comments	Follow-up Required?
1										
2										
3										
4										