



## Claims Checklist

<b>Overall Items to check for</b>	
Do all claimed expenses, invoices and receipts fall within the claim period?	
Do you have proof of payment?	
Are all expenses part of action plan and budget?	
Is the claim being submitted within 45 days?	
<b>Personnel Services/Hourly</b>	
Pay stubs for each person claiming personnel expenses	
PARS for each person. Make sure the hours on the PARS match the hours being claimed on the pay sheet mentioned above. Document sick/vacation time as well, so hours will match.	
<b>Fringe Benefits</b>	
Fringe benefits backup documentation showing how amount was calculated if it is a % of total fringe expenses listed on pay stub.	
<b>Operating Expense</b>	
Receipts for any operating expenses. Make sure it shows date. Proof of payment is also needed.	
Mileage is documented on the form showing starting and ending points. Make sure the correct rate is being used. As of 1/1/23 it is 59 cents.	
Google maps needs to be included to confirm mileage	
Make sure all expenses happened in month of claim or it can be a previous month within same FFY if the expense was missed	
Make sure documentation is included for anything that required pre-approval	
<b>Contractual Services</b>	
Invoice from subcontractor for work preformed	
Proof of payment to the subcontractor	
<b>Travel Expenses</b>	



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 Safety & Risk Management

Meals are paid by per diem rate (Use GSA rate). Receipts are not needed, but departure and arrival times need to be included on the travel form to confirm which meals are allowable.	
Receipts are needed for lodging. Tax should be waived for organizations that are tax exempt. Price should be within GSA rate	
Document the purpose of the trip	
<b>Indirect Cost Expense</b>	
Apply indirect rate that grantee has been approved for. Make sure that rate is what was used in budget in egrant system.	

\*This list is for common expenses incurred on a grant, but does not include all possible scenarios.