

CPRIT Financial Status Report (FSR) Checklist – Prevention

The checklist is intended to be a resource to assist grantees in submitting accurate information and documentation for all costs requested for reimbursement. Only request reimbursement for purchases that have been approved as part of the grant application or an approved change request.

Verify the following to ensure your documentation is accurate:

- ✓ Purchases are paid within the FSR period dates (*include an Out of the Period (OTP) memo or note of explanation on documentation to request reimbursement for expenses paid outside of the FSR period*).
- ✓ If services extend past the grant contract end date, (such as data access plans, warranties, protection plans, etc.) the amount requested for reimbursement is prorated so only the cost of the time-period during the grant contract is included.
- ✓ Documents are legible.
- ✓ Documentation is in the same order as the charges are listed on the general ledger/expense report.
- ✓ **Note the requested amount** that matches the GL amount **on the invoice** if you are claiming less than the invoice total.

Payroll	Completed
1. Names on the GL or Payroll Summary correspond with salary amounts	<input type="checkbox"/>
2. The total salary amount on GL corresponds to the FSR	<input type="checkbox"/>
3. The PLOE and Non-Key Personnel forms match the name(s) on the GL	<input type="checkbox"/>
4. PLOE has been updated in CGMS for the current billing period (<i>include copy of PLOE with supporting documentation</i>)	<input type="checkbox"/>
5. Payroll information for each employee, including certified timesheets and hours worked, is included on the GL or Payroll Summary	<input type="checkbox"/>

Fringe Benefits	Completed
1. Names on GL or Payroll Summary correspond with fringe amounts	<input type="checkbox"/>
2. The total fringe benefits amount on GL corresponds to the FSR	<input type="checkbox"/>
3. A summary of benefits includes the types of benefits paid on each employee's behalf	<input type="checkbox"/>

Travel Review	Completed
1. The employee receiving travel reimbursement is listed on the PLOE	<input type="checkbox"/>
2. Each trip includes an expense report. The following information should be included in the report: grantee name, grant ID, printed name of person traveling, Travel dates, travel destination, trip purpose, and itemized receipts	<input type="checkbox"/>
3. Membership dues ,for an individual employee, included in conference registration are not permitted if the organization is involved in lobbying	<input type="checkbox"/>
4. International travel has prior approval (<i>not required for travel to Canada or Mexico</i>)	<input type="checkbox"/>
5. GSA.gov per diem rates are accurate (<i>include copy of rates with supporting documents</i>)	<input type="checkbox"/>
6. Travel costs for each trip correspond to the GL	<input type="checkbox"/>

Mileage Review	Completed
1. Travel dates are within the FSR period	<input type="checkbox"/>
2. Point – to – point mileage (addresses) or maps or odometer readings are accurate (<i>No rounding allowed unless utilizing mileage system</i>)	<input type="checkbox"/>

CPRIT Financial Status Report (FSR) Checklist – Prevention and Product Development

Mileage Review	Completed
3. Mileage amount corresponds with amount reported on GL	<input type="checkbox"/>

Hotel Review	Completed
1. GSA.gov per diem rates are accurate for travel destination <i>(Per diem does not include taxes)</i>	<input type="checkbox"/>
2. Non-allowable incidentals are removed from requested amount	<input type="checkbox"/>
3. Itemized receipts are included for meals included on hotel receipt	<input type="checkbox"/>
4. Hotel receipt amount corresponds to amount on GL <i>(include prorated calculation on documentation for daily hotel rates and taxes that exceed the GSA rate)</i>	<input type="checkbox"/>

Meals Review	Completed
1. GSA.gov per diem rates are accurate <i>(Per diem meal rate or receipts can be used for the same trip, but not both)</i>	<input type="checkbox"/>
2. The reimbursement amount only covers the individual traveler; not two or more people even <i>if employees (receipts are not required if using per diem)</i>	<input type="checkbox"/>
3. Alcoholic beverages have been removed from the total meal amount when receipts are used	<input type="checkbox"/>
4. Gratuity has been removed from the total meal amount when receipts are used	<input type="checkbox"/>
5. Meal amount corresponds to amount on GL	<input type="checkbox"/>

Taxi/ Shuttle/ Uber Services Review	Completed
1. Itemized receipts are included	<input type="checkbox"/>
2. Gratuity has been removed from the total amount	<input type="checkbox"/>
3. Transportation amount corresponds with amount on GL	<input type="checkbox"/>

Airfare Review	Completed
1. Airfare receipt is included	<input type="checkbox"/>
2. Transportation amount corresponds with amount on GL	<input type="checkbox"/>
3. Airfare was not first class and does not include unallowable penalty fees or convenience fees	<input type="checkbox"/>

Bus/ Train Fare Review	Completed
1. Receipts for long-distance bus or train travel are included	<input type="checkbox"/>
2. Transportation amount corresponds to amount on the GL	<input type="checkbox"/>

Toll	Completed
1. Receipts are included	<input type="checkbox"/>
2. Toll amount corresponds to amount on GL	<input type="checkbox"/>

Incidentals	Completed
1. Receipts are included	<input type="checkbox"/>
2. Incidental amount corresponds to amount on GL	<input type="checkbox"/>

Equipment	Completed
1. Vendor invoice or receipt for each item purchased is included	<input type="checkbox"/>
2. Purchase of equipment has prior approval <i>(include equipment budget justification or prior approval documentation with supporting documents)</i>	<input type="checkbox"/>
3. Equipment amount on the invoice corresponds to the amount on the GL	<input type="checkbox"/>

CPRIT Financial Status Report (FSR) Checklist – Prevention and Product Development

Contractual	Steps Completed
1. Contractor invoice is included	<input type="checkbox"/>
2. Subcontractor travel expenses are itemized (<i>alcohol and gratuity have been removed</i>)	<input type="checkbox"/>
3. Check to ensure that indirect is not being charged to CPRIT as part of Contractual expense	<input type="checkbox"/>
4. Contractual amounts on the invoices corresponds with amounts on the GL	<input type="checkbox"/>

Supply Review	Steps Completed
1. Vendor invoices or receipts for each item purchased	<input type="checkbox"/>
2. Check that the amounts on the invoices match the amounts on the GL	<input type="checkbox"/>

Other Review	Steps Completed
1. Vendor invoices or receipts for each item purchased are included	<input type="checkbox"/>
2. Check that the amounts on the invoices match the amounts on the GL	<input type="checkbox"/>
3. Unallowable expenses such as penalties, liability insurance, interest on credit cards, membership/subscription fees for individual employees have been removed	<input type="checkbox"/>