



FSR Required Supporting Documentation

<p>Top Level Documentation</p>	<p>Every Financial Status Report (FSR) must include documentation to support grant costs paid during the current reporting period. The grantee should provide a summary report of expenses which can be produced directly from an accounting system or itemized on an Excel spreadsheet.</p> <p>The report must contain the following information:</p> <ul style="list-style-type: none"> • expense categories • itemized expenses • description of items • date paid • amount paid with expense totals by category <p>If the date paid information cannot be found in the summary report, it should be noted on invoices.</p> <p>A payment claimed for a period earlier than the current period should be accompanied by a letter or memo explaining the extenuating circumstance that the payment was not claimed in the appropriate period.</p> <p>In addition to the summary report of expenses, a grantee must provide documentation to support expenses reported for each category listed below.</p>
<p>Expense Category</p>	<p>Standard Documentation</p>
<p>Personnel</p>	<ul style="list-style-type: none"> • Personnel cost report for the pay period including the names, titles, and pay for everyone whose salary is charged to the grant. • Names and titles must match the Personnel Level of Effort Form (PLOE) in CGMS • Changes to personnel must be submitted on the Personnel Level of Effort change request in CGMS and approved by CPRIT. • Non - academic institutions must provide copies of payroll ledger information as well as supporting documentation such as timesheets and payroll statements.
<p>Fringe Benefits</p>	<ul style="list-style-type: none"> • Summary of benefits paid including employee name, type of benefit, and the amount with a total • Grantees reporting pooled fringe benefits in accordance with a federally approved fringe benefit rate agreement may report a total fringe amount by employee without categorization of each type of benefit. <ul style="list-style-type: none"> ○ Provide a copy of the agreement that was in effect during the FSR reporting period and the agreement must describe the categories of benefits included in the pool.
<p>Travel</p>	<ul style="list-style-type: none"> • Employee travel reimbursement request form <ul style="list-style-type: none"> ○ To be eligible for grant reimbursement, employee names must match those on the PLOE • Documentation to support all travel costs. <ul style="list-style-type: none"> ○ mileage logs ○ hotel receipts ○ airfare receipts ○ GSA rate printout for travel location zip code(s) ○ public transportation receipts ○ meal receipts (not required if traveler claims per diem for meals)



	<ul style="list-style-type: none">○ conference/seminar registration○ copy of CPRIT approval for international travel expenses (initial budget justification or change request)● Conference/registration fees that are paid by an individual employee as part of their travel expenses.● Grantees must exclude tips and alcohol (unallowable expenses) from any travel reimbursement charged to the grant.<ul style="list-style-type: none">○ Travel costs charged to the grant must be consistent with the State of Texas TexTravel Guide, https://fmx.cga.state.tx.us/fmx/travel/texttravel/index.ghg.○
Equipment	<ul style="list-style-type: none">● Copy of the vendor invoices for all equipment costs<ul style="list-style-type: none">○ <i>Purchase orders and packing slips are not acceptable forms of supporting documentation</i>● Prior to the actual procurement of the item, equipment purchases must be approved by CPRIT.● Copy of CPRIT approval (initial budget justification or change request)
Supplies	<ul style="list-style-type: none">● Summary report with a description of the supply purchased, vendor name, date paid, and amount paid.● Central supply department transactional document● Academic Institution grantees must provide a copy of the vendor invoice for any supply purchase of \$750 or more.● Non - academic institutions must provide invoices to support all expenses regardless of amount.
Contractual	<ul style="list-style-type: none">● Subcontractor invoices for all contractual expenses (service contracts and subawards)● Subcontractor expenses claimed against the grant must adhere to the same cost principles regarding allowable and nonallowable expenses as any other expense claimed by the grantee.● It is the grantee's responsibility to apply these cost principles, and grantees may be asked to provide a copy of the subcontractor contract in some cases.
Other	<ul style="list-style-type: none">● Summary report with a description of the item purchased, date of purchase, date paid, and amount paid for any expenses that cannot be applied to any of the expense categories above.● Central supply department transactional document● Conference/registration fees paid by the institution/organization not by an individual employee.● Academic Institution grantees must provide a copy of the vendor invoice for any supply purchase of \$750 or more.● Non - academic institutions must provide invoices to support all expenses regardless of amount.

- For detailed information about required documentation for costs claimed on a FSR, grantees should refer to Chapter IO of CPRIT's *Policies and Procedures Guide*.