

Washington State GEAR UP Expenditure Detail Form					
<b>Your District name here</b>					
<b>Insert Month and Year Here</b>					
<b>Directions: Complete and submit with the A19 Invoice Voucher and required backup documentation by the 25th of each month.</b>					
Salaries, Wages and Benefits	Staff Position Title OR Reason for Staff Pay	Assigned Document #	Receipt Amount		
Sarah Canny	GEAR UP Coordinator	1	\$ 1,245.56		
Eric Haugland	Substitute for Luke John to attend UW College Visit	1	\$ 112.43		
Naomi Wallace	After school tutor in districts GEAR UP program	1	\$ 347.98		
Roger Smith	Daycare provider for Financial Aid Night	1	\$ 16.76		
<b>Subtotal of Salaries, Wages and Benefits</b>			<b>\$ 1,722.73</b>		
Staff Travel & Professional Development (Vendor Name)	Describe Expenditure	Name of Activity in Work Plan/Portal	Line Item # in Plan	Assigned Document #	Receipt Amount
The Hilton Hotel	GEAR UP West lodging, Samson, Clemmons and Straw	GEAR UP West	8	2	\$ 345.23
Will Clemmons	GEAR UP West travel expenses on 09/20-09/21 (mileage, meals and ferry)	GEAR UP West	8	3	\$ 185.32
Tiffany Straw	GEAR UP West travel expenses in Seattle, WA on 9/20-09/21 (meals only - rode with Will)	GEAR UP West	8	4	\$ 64.00
Nick Samson	GEAR UP West travel expenses in Seattle, WA on 9/20-09/21 (meals only - rode with Will)	GEAR UP West	8	5	\$ 64.00
<b>Subtotal of Staff Travel and Professional Development</b>					<b>\$ 658.55</b>
Goods & Services	Describe Expenditure	Name of Activity in Work Plan/Portal	Line Item # in Plan	Assigned Document #	Receipt Amount
Albertons	Food for family night. 44 GU students, 62 GU family members, 5 staff.	Financial Aid Night 09/14/22	41	6	\$ 174.85
Fred Meyer	Snacks for UW field trip: 20 GEAR UP students, 3 staff	College Visit - UW 5/06/2022	53	7	\$ 15.65
Office Depot	GEAR UP office supplies	Program Supplies	79	8	\$ 45.32
Office Depot	Binders, dividers and paper for 7 students	Student Supplies	78	9	\$ 69.32
School Districts Name	Field trip meals for 32 students	Flight Musuem 09/18/22	66	10	\$ 256.00
<b>Subtotal of Goods and Services</b>					<b>\$ 561.14</b>
Student Transportation	Describe Expenditure	Name of Activity in Work Plan/Portal	Line Item # in Plan	Assigned Document #	Receipt Amount
School District Transportation Dept. (This can include drivers time and pay)	20 students and 3 staff to UW	College Visit- UW. 05/06/22	53	11	\$ 189.10
<b>Subtotal of Student Transportation</b>					<b>\$ 189.10</b>
<b>Total All Direct Costs</b>					<b>\$ 3,131.52</b>
<b>Indirect Costs</b>					
<b>Calculation</b>		<b>Total Direct Costs</b>	<b>Rate</b>	<b>Total</b>	
School District Federal Restricted Rate x Total Direct Costs		\$3,131.52	3.67%	\$ 114.93	
<b>Total Reimbursement Requested</b>	Total Direct Costs + Total Indirect Costs				<b>\$ 3,246.45</b>
<p><i>*Transfer the category subtotals to the A19 Invoice Voucher.</i></p> <p style="text-align: right;"><b>COORDINATOR MUST REVIEW AND SIGN HERE</b> <b>REQUIRED COORDINATOR SIGNATURE</b></p>					