



1. **Only items in your budget are eligible for reimbursement.**
2. Only expenses incurred after the date of your contract/Grant Award Agreement is fully executed (signed by both parties) are eligible for reimbursement.
3. **Submit reimbursement requests by the last day of the month electronically**
 - a. Submit via your unique account on Foundant.
 - b. Reimbursements will be made on the last day of the following month.

Language from HSSA's Grant Award Agreement on Allowable Costs (Article 3.4):

4. "Allowable Costs. Costs allowable under the grant are based on the Budget and must be consistent with the Grantor's policies. Allowable costs shall include costs incurred by Grantee from the first date of the Grant Period, until completion of the Project, expiration of the Grant Period, or termination of the Project, whichever is earliest, but in no event shall allowable costs exceed the amount of the grant award.
 - 4.1 Be sure to include all costs you plan to seek reimbursement from HSSA for in your budget and that they are recorded correctly in your Grant Award Agreement. Costs not listed in your grant award agreement will not be reimbursed.
 - 4.2 Costs incurred before the Grant Award Agreement is signed by both HSSA's Board Chair and the Grantee are not eligible for reimbursement."
5. " The following direct costs are allowable for reimbursement through Grant Funds: compensation for employees with a primary residence in Spokane County: (including wages, benefits, stipends, education fee for trainees), professional service contractors located in Spokane County (unless specified otherwise in Grantor-approved Proposal), equipment at unit prices at or below \$5,000, supplies, services. The direct costs of equipment at unit prices above \$5,000 are not allowable unless identified in Grantee Proposal and approved by Grantor."

Additional Guidance: Allowable Documentation of Costs Included in Your Budget

6. Do not include indirect costs
7. Estimated or future costs are not allowable.
8. Personnel & Professional Services Contractors with primary residence in Spokane County
 - a. Staff Positions (W2 employees)
 - i. Include paystub with employee's address listed in Spokane County
 - ii. Gross wages, fringe benefits as defined by the Internal Revenue Service and payroll taxes paid by the employer.
 1. Benefits or Fringe Benefits include health and dental benefits, retirement and other supplements to one's salary.
 - iii. Relocation or other bonuses should be documented via paystub
 - iv. All costs must be documented on employee paystubs due to HSSA processing resources.
 1. For fractional professional services contractors, please see below.
 - v. Itemized receipts (itemized receipt and confirmation of payment also acceptable- bank statement or canceled check) or reports from benefit vendors.
 - vi. Please do not include general office supplies.
 - b. Fractional Professional Services Contractors located in Spokane County
 - i. Must have an office in Spokane County (or provider with a primary residence in Spokane County that can be documented).
 - ii. Itemized invoice including dates of work and nature of work along with proof of payment are required for reimbursement.
 - iii. Invoice must include company name, address, logo.
 - iv. If a receipt is unavailable, please include a record of the charge to your bank or credit card **or** a cancelled check along with your invoice.
 - v. Not allowable: Estimated or future expenses
9. Facilities Spokane County
 - a. Rent
 - i. Itemized invoice and receipt/itemized receipt with company logo on the receipt.
 - ii. If a receipt is unavailable, please include a record of the charge to your bank or credit card or a cancelled check along with your invoice.
 - iii. If an invoice is not available for rent expenses, a copy of the lease agreement filed with HSSA will qualify.
 - iv. Not allowable: Estimated or future expenses

- b. Utilities natural gas, electricity, sewer, waste management, and phone/wifi, etc.
 - i. Itemized invoice and receipt/itemized receipt with company logo on the receipt.
 - ii. If a receipt is unavailable, please include a record of the charge to your bank or credit card or a cancelled check along with your invoice
 - iii. Not allowable: Estimated or future expenses

10. Special Purpose Scientific Equipment

- a. Includes scientifically necessary equipment for the completion of your project defined as tools and devices specifically designed for use in research, medical, scientific, educational, or other related project activities. This type of equipment is not intended for general use and is essential for conducting specialized tasks within these fields.
- b. Does not include office supplies or other general items.
- c. Not allowable – estimated or future expenses
- d. Whenever possible, these items need to be purchased from a Spokane County vendor.
- e. Needed for reimbursement documentation
 - i. Itemized invoice with company name, address and logo
 - 1. Proof of payment
 - a. Invoice is marked “paid” by vendor or has a zero balance or marked with credit/debit card as paid
 - b. Receipt with company name, address and logo
 - c. If a receipt is unavailable, please include a record of the charge to your bank or credit card or a cancelled check along with your invoice.
 - d. Supplies purchased from other countries must be documented with the above information along with a bank or credit card record documenting the amount charged in United States dollars.
 - e. Not allowable: Estimated or future expenses