

Reimbursement FormOrganization Name: Agency #2Address: 54321 Example Road, Columbus, Ohio 43228Reporting Period: Oct-22

Budget Items	Approved Budget	Payment Requested	Totals for Prior Periods	Total Amount Invoiced YTD	Remaining Budget
Professional Development - Training	10,000.00	1,500.00	3,700.00	5,200.00	4,800.00
Travel Reimbursement - Training	1,500.00	157.50	322.64	480.14	1,019.86
Office Rent/Mortgage	4,000.00	408.63	1,787.97	2,196.60	1,803.40
Total	\$ 15,500.00	\$ 2,066.13	5,810.61	\$ 7,876.74	\$ 7,623.26

Invoice – TRN 10/25/22

Date: 10/1/2022

Bill to: Agency #2
54321 Example Road
Columbus, OH 43228

Description	Amount
Staff Training on Grant #45 requirements 5 staff registered - Training Date: 10/25/22	\$1,500.00
Please remit payment to: Training Experts P.O. Box 555 Columbus, OH 43228	
<u>Payment due prior to training date</u>	Total \$1,500.00

AGENCY #2
Mileage Report

Staff Member: Employee Z
Date Range: October 2022

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>PROGRAM</u>	<u>MILES</u>
10/6/2022	54321 Example	Conference Center	Grant Training	Grant #45	126.00
10/6/2022	Conference Center	54321 Example Road	Grant Training	Grant #45	126.00
10/7/2022	54321 Example	Agency #2-location B	Meeting	non-grant	10.00
10/7/2022	Agency #2-location	54321 Example Road	Meeting	non-grant	10.00
Total Miles					272.00
Mileage Rate					0.625
Amount to Reimburse					170.00

252 miles x .625 = 157.50 grant related

Invoice #Oct 22

Date: 10/1/2022

Bill to: Agency #2
54321 Example Road
Columbus, OH 43228

Description	Amount
Rent October 2022	\$658.00
Location: 54321 Example Road, Columbus, OH 43228	
Please remit payment to: Landlord P.O. Box123 Columbus, OH 43228	
Payment due by 15th of the month	Total
	\$658.00

Agency #2**Space Allocation Worksheet
Calendar Year 2022**

Vendor:	Consumer Sq	Invoice Amount	\$ 658.00
Landlord	Sq Footage	Allocation%	Allocation
Administration	107.65	11.24%	73.95
Grant #45	594.91	62.10%	408.63
Grant #48	213.97	22.33%	146.93
Grant #50	41.47	4.33%	28.49
	958.00	100.00%	658.00

Rounding differences recorded as Administration.

Used for following expenses:

Rent

Utilities

Office Maintenance

**REPORTS - TRANSACTION SEARCH REPORT - XXXXXXXXXX / AGENCY #2****Search Results**

Date	Account	Item Type	Description	Cust Ref#	Bank Ref#	Debits	Credits
10/12/2022	XXXXXXXXXX/AGENCY #2	ACH	ACH DEBIT		2852510474	\$475.00	
			LANDLORD				
10/15/2022	XXXXXXXXXX/AGENCY #2	ACH	ACH DEBIT		3196453571	\$658.00	
			VENDOR #2				
10/15/2022	XXXXXXXXXX/AGENCY #2	ACH	ACH DEBIT		3196453572	\$125.00	
			TRAINING EXPERTS				
10/22/2022	XXXXXXXXXX/AGENCY #2	ACH	ACH DEBIT		0112446943	\$1,500.00	
			VENDOR #4				
10/22/2022	XXXXXXXXXX/AGENCY #2	ACH	ACH DEBIT		0334277107	\$111.25	
10/29/2022	XXXXXXXXXX/AGENCY #2	ACH	ACH DEBIT		0469566402	\$5,874.18	

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Huntington Bank

AGENCY #2
54321 Example Road
Columbus, OH 43228
(XXX) XXX-XXXX

10/31/2022

PAY TO THE

ORDER OF Employee Z

\$ 170.00

One hundred and seventy..... DOLLARS

Employee Z
786 Any Place
Columbus, OH 43228

Test signature
AUTHORIZED SIGNATURE

MEMO Mileage Reimbursement

AGENCY #2

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Employee Z

10/31/2022

Date	Type	Reference	Original Amount	Balance Due	Discount	Payment
10/7/2022	Bill	Oct 22 Mileage Reimb	170.00	170.00		170.00

Check Amount 170.00

Date Cleared Bank:
11/10/2022