

Required Documentation for Each G- Code

Object Code	Title	Required Documentation
121 - 189	Salaries, Wages, & Fringes	Payroll detail register by each position for which reimbursement is being requested.
191	Accounting	Invoice from accounting firm. NCDOT must have a copy of the engagement letter or third-party contract on file between the grantee and the accounting firm.
192	Legal	Invoice from attorney. NCDOT must have a copy of the engagement letter or third-party contract on file between the grantee and the law firm.
195	Management Consultant	Invoice from management company. NCDOT must have a copy of the third-party contract on file between the grantee and the firm.
2XX	Supplies & Materials	Vendor invoices or receipts.
3XX	Travel & Transportation (other than employee development)	Copy of local expense voucher and receipts for meals and lodging; conference registration receipt or confirmation letter.
321 & 33X	Telephone & Utilities Service	Monthly invoices including summary pages with detailed expenses and sales tax breakout.
325	Postage	Receipts.
34X	Printing & Binding	Vendor invoices or receipts.
35X	Repairs & Maintenance	Vendor invoices or receipts.
37X	Advertising/Promotion	Vendor invoices or receipts.
38X	Computer Processing Services – Contracted	Vendor invoices or receipts.
391	Legal Advertising	Vendor invoices or receipts.
396	Management Services	Copy of invoice from management company for services rendered during the period covered. NCDOT must have a copy of the third-party contract on file between the grantee and the management firm.
41X	Lease of Real Property	Copy of lease agreement should be submitted with first invoice.
43X	Lease of Equipment	Copy of lease agreement.
44X	Service & Maint. Contracts	Vendor invoices or receipts.
45X	Insurance & Bonding	Vendor invoices or receipts.
481	Central Services	Indirect Cost Rates must be approved every three years by PTD for expenses to be approved for reimbursement. The approved indirect cost rate listed on Agreement cannot be changed. The following documents must be submitted with the request for a rate approval during the application process : the most current County or Agency Central Service Cost Allocation Plan, the most current Audit or Financial Report (FR) from same fiscal year as the board approved Cost Allocation Plan (CAP), a completed Indirect Cost Basic Worksheet and salary/wage detail information. Here is an example of the salary/wage information required. Reimbursement will not exceed amount in the approved budget. Once the indirect cost rate is

		approved, no additional supporting documentation is required to be submitted with claims for reimbursement. Indirect cost related expenses should be charged in equal amounts on either a monthly or a quarterly basis.
491	Dues and Subscriptions	Copies of invoices or receipts.

Required Documentation

All grantees must submit vendor invoices and receipts as supporting documentation for all expenditures in the approved project budget. Vehicle reimbursement requests must include the following additional documentation:

- Vendor invoice - original;
- Executed "Advance Payment Certification" with original signature (required if grantee wants to request payment from NCDOT prior to issuing payment to the vendor);
- Copy of order form sent to vendor;
- Copy of vehicle title application (MVR-1);
- Vehicle inspection form.

Other Required Documentation

Supporting documentation is required for all programs. In addition, the following table outlines, by program, other types of supporting documentation that is required.

Program	Report
Section 5303	Narrative Progress Report of activities completed during the quarter.
Section 5307	Copy of FTA financial and milestone report of activities completed during the quarter is acceptable with sufficient narrative to justify the expenditure.
Section 5339	Milestone and Progress Reports due by the 15 th of the month following the end of the quarter.
Section 5311	Some sub recipients choose to invoice monthly. However, all quarterly invoices must include the required reports when submitting, based on program reporting requirements. Examples are OPStats, documentation of miles hours and trips, Charter, DBE,
Section 5310, 5316, 5317	Some sub recipients choose to invoice monthly. However, all quarterly invoices must include the required reports when submitting, based on program reporting requirements. Examples are OPStats, documentation of miles hours and trips, Charter, DBE,
Advance Technology	Quarterly Progress Reports.
Rideshare	Annual report with final invoice.
Development Grant	Progress Report with each reimbursement request or at least quarterly.