

Appendix B – Budgeting Requirements, Expectations and Tips

Application Requirements:

1. Make sure all program expenses are in the budget.
2. Budget lines should not be written in long, paragraph form. Instead, use bullets or short phrases. One example, to use under Supplies Section:
 - i. Supply items (paper, pens, folders, etc.)
 - ii. Phones (cell and land line)
 - iii. Incentive cards
 - iv. Testing supplies
 - v. Event supplies (plates, napkins, certificates)
 - vi. Computer (laptop, mouse, carry case, keyboard)

Modification Requirements:

1. Should a new expense item or need arise, submit a budget modification via Egrants prior to incurring that new cost to get that activity or item approved first.
2. If you are approaching the quarterly report submission deadline, submit modification requests prior to the quarterly report to define budget line items.
3. If specific travel or staff were unknown at time of your application, once that specific information is known submit an Egrants modification to update budget those names of staff and travel information.

Reimbursement Requirements:

1. Make sure to line up invoices to budget items. Feel free to write notes on invoices to explain what budget lines or items the invoice should match up with.
2. Make sure travel costs don't exceed state rates. For example, the rate for mileage is currently 0.51 cents per mile.
 - i. Here is the link to current travel:
https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide_2_2022.pdf
 - ii. Current out-of-state lodging: The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DPM.

For lodging maximums in higher cost cities, refer to the most recent issue of the DPM Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Outof-State Cities." <https://dpm.wi.gov/Bulletins/DPM-0584-CC-TSA.pdf>

- iii. Note: TAD grant funds cannot cover Airbnb or VRBO lodging costs.

3. If you contract with a new vendor, be sure to submit a copy of the contract to DOJ.
4. Be sure to include the gift card/incentive tracker with your fiscal reports.
5. Be sure to upload all expense invoices and supporting or backup documentation into Egrants with your reports.
6. Review your expense and supporting documents for confidential information; redact participant names and other identifying information on invoices and items.
7. Make sure meal reimbursements are within approved times meeting travel timelines for breakfast, lunch, and dinner.
8. For each quarter, be sure to request reimbursement for expenses that have been paid during that reporting period (i.e., Jan-March; April-June; July-Sept; Oct-Dec).