

**Manpower and Equipment  
Expense or Match Documentation**

Reporting period: ~~//////////~~ to ~~//////////~~

Use this form to document all staff time (or equipment use) claimed as in-kind match as stated in budget. List all main activities for each person listed.  
Use this form to document all staff time being requested for reimbursement as stated in the budget. Further documentation must be supplied if requested.

<b>Circle one:</b>					
<i>Reimbursement</i>		<i>In-kind</i>			
<b>Person's Name or Equipment</b>	<b>Title</b>	<b>Activity or Activities</b>	<b>Pay rate</b>	<b># hours</b>	<b>Total cost</b>
<b>TOTAL</b>					

Documentation to support this information must be retained for 5 years after the grant has closed. Duplicate this form if additional space is needed.