

Grant Invoicing Guidelines, National Underground Railroad Network to Freedom

Revised: 12/13/2024

In order to receive reimbursement from the NTF-ASALH grant program, detailed invoices must be submitted with supporting documentation. For accurate reference, *utilize your grant agreement and original grant application's budget and budget justification*. Failure to follow the below guidelines will necessitate revision and resubmission, delaying dispersal of your reimbursement.

- **REIMBURSEMENTS WILL ONLY BE MADE FOR EXPENSES WITHIN THE APPROVED GRANT AGREEMENT AND APPLICATION BUDGET**
- Using the portal, submit a single PDF of your reimbursable expenses including a cover invoice and supporting documentation.
- A cover invoice on your organization's letterhead needs to be submitted to: Association for the Study of African American Life and History, c/o [NTF Program Contact – see grant agreement].
- The cover invoice needs a list of expenses to be reimbursed and should be broken down by individual budget categories from your approved budget and budget justification.
- Attach supporting invoices and receipts for services and goods procured from third parties.
- Reimbursements for labor, mileage, or travel/per diem expenses need to be described within the invoice. Mileage is always reimbursed at the federal rate (FY2025) of \$0.67 / mile. Meal per diems are reimbursed at the federal locality rate.
- **If you have questions – please follow up with your NTF Program Contact**

Example Item Descriptions for Cover Invoice:

Date	Description	Amount
12/31/24	LABOR – 9/1/2024 - 12/31/2024, John Doe, Historical Research and NTF Application Preparation, 100 hours @ \$25/hr	\$2500
12/14/24	LABOR – 9/1/2024 – 12/24/2024, Jane Doe, Student Intern Stipend	\$1500
11/1/2024	MATERIALS – Amazon.com (see receipt)	\$237.45
11/1/2024	MATERIALS – Ace Hardware (see receipt)	\$132.13
11/20/2024	CONSULTANT FEES – Web design Services – DigitalVisions, LLC (see attached invoice)	\$3000
10/31/2024	TRAVEL – Research Trip October 30-31, driving 200 miles @\$0.67/mile, round trip Duluth, MN to St. Paul, MN (Minnesota Historical Society Archives)	\$134.00
10/31/2024	TRAVEL – two days, meal per diem @\$76/day	\$152.00
10/31/2024	TRAVEL – one night, Holiday Inn Express, Saint Paul, MN (see attached receipt)	\$104.21
9/17/2024	CONSTRUCTION – HistoricRoofs LLC, re-roof historic church (see attached invoice)	\$26,000
7/4/2024	EQUIPMENT RENTAL – Scaffolding, ReadyRents (see attached receipt)	\$935.63

NOTE: Non-travel related food purchases will not be reimbursed from this grant.

NOTE: Equipment purchases are not authorized within this grant program.

NOTE: If circumstances require you to make changes to your project and project budget, those changes MUST be approved by your NTF Program Contact BEFORE you incur any expenses. If changes are not approved in advance, unapproved changed expenses will not be approved.