

Summer 2021 Invoicing Expectations

Valid until otherwise noted by The Children's Trust

All costs are expected to reflect actual service provision and in alignment with your approved service plan. Attendance must be entered daily, and reimbursements will not be processed until attendance is entered for the month being invoiced.

Any items that are not budgeted or addressed in this document should be approved by your program manager prior to incurring the expenses.

CATEGORY	Youth Development
Direct Service Staff	<p>In-person: No changes. Bill based on actual.</p> <p>Limited Virtual Services: Reimbursement request should be in alignment with the number of participants served and allowable hours of service.</p>
Administrative positions	No changes. Bill based on actual.
Technology	<p>In-person: No changes. Bill based on budget.</p> <p>Limited Virtual Services: Laptop/tablet costs for staff are allowable. The Trust will not reimburse for equipment purchased for participants.</p> <p>Please <u>note</u> all costs need to be in alignment with the Budget Guidelines.</p> <p><i>Expense account:</i> Non-Capital Equipment</p>
Conferencing Platforms	<p>In-person: Not applicable</p> <p>Limited Virtual Services: Zoom or any other video conferencing platform costs are allowable.</p> <p><i>Expense Account:</i> Other (other) or Other (Discretionary)</p>
Transportation	<p>In-person: Transportation costs for participants, while practicing social distancing is allowable.</p> <p>Mileage for staff is allowable if budgeted.</p> <p>Limited Virtual Services: Mileage for staff is allowable based on actual miles incurred.</p> <p><i>Expense Account:</i> Travel (participants) or Travel (other than participants)</p>

<p>Field- Trips</p>	<p>In-person: Field-Trip costs for participants, while practicing social distancing is allowable.</p> <p>Limited Virtual Services: Virtual fieldtrips are allowable. Limited on a case-by-case basis.</p> <p><i>Expense Account:</i> Other (Admission to field trips)</p>
<p>Postage</p>	<p>In-person: No changes. Bill based on budget.</p> <p>Limited Virtual Services: Postage costs to mail supplies to participants is allowable. These will be reimbursed at a rate \$7.75 per 70 lbs.</p> <p><i>Expense Account:</i> Supplies (Office)</p>
<p>Social Distancing Equipment (e.g. Dividers), Sanitation & PPE</p>	<p>In-person: Equipment associated with maintaining safe social distance are allowable. Please note all costs need to be in alignment with the Budget Guidelines.</p> <p>Limited Virtual Services: Not allowable</p> <p><i>Expense Account:</i> Program Supplies and Non-Capital Equipment</p>
<p>Rent</p>	<p>In-person: Rent cost are allowable. Rental costs need to be reasonable, and space should meet current CDC guidelines/local authorities. Rental agreements should be submitted to your Program Manager. Utilities & security associated with your space are allowable and should be invoiced under the Utilities expense account.</p> <p>Limited Virtual Services: Not allowable</p> <p><i>Expense Account:</i> Space</p>
<p>Meals</p>	<p>In-person: No changes. Bill based on budget.</p> <p>Limited Virtual Services: Not allowable</p> <p><i>Expense Account:</i> Meals (participants)</p>