



**Illinois Department of Natural Resources
QUARTERLY REIMBURSEMENT REQUEST FORM
ILLINOIS COASTAL MANAGEMENT PROGRAM**

Grant Number: Report Date (MM/DD/YY):

Report Period (check one): Jan. to Mar. Apr. to June July - Sept. Oct to Dec

Grantee: FEIN: Phone #:

Address, City, State, Zip:

Project Title:

Project Administrator: EMAIL:

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel			\$7,644.35	\$4,443.75						
Fringe			\$1,487.88							
Travel			\$118.21	\$21.00						
Equipment										
Supplies/Materials			\$120.20	\$30.80						
Contractual			\$1,690.00							
Other			\$159.81	\$500.00						
Indirect Rate			X		X					
Total			\$11,220.45	\$4,995.55	\$0.00	\$0.00				

Other Cost/Match Explained:

Payment Certification: I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including:

Signature of Project Administrator:
 Printed Name:

Date Signed:
 (month, day, year)
 Title:

IDNR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of the grant agreement. I therefore recommend payment be made on this request.

IDNR Signature:
 Printed Name:

Date Signed:
 (month, day, year):
 Title:

Illinois Coastal Management Program Grant - Quarter 1 Reimbursement Documentation

Grantee: [REDACTED] Grant Number: [REDACTED]
 Project Title: [REDACTED] Report Period: Oct - Dec 2013

Category	Vendor	Date	Description	Amount	Documentation
Personnel [REDACTED]	Payroll	Oct-13		\$2,056.78	Signed timesheets; time reporting spreadsheets; payroll check registers
	Payroll	Nov-13		\$3,371.06	
	Payroll	Dec-13		\$2,216.51	
	TOTAL			\$7,644.35	
Fringe (Benefits: Budget 20% of staff salaries - FICA, WC, Health, Pension). [REDACTED]	FICA	Oct-13		\$157.34	Payroll allocation spreadsheet
	FICA	Nov-13		\$257.88	
	FICA	Dec-13		\$169.56	
	Pension	Oct-13		\$102.84	
	Pension	Nov-13		\$168.55	
	Pension	Dec-13		\$110.83	
	Health	Oct-13		\$145.99	
	Health	Nov-13		\$221.71	
	Health	Dec-13		\$153.18	
TOTAL			\$1,487.88		
Travel (Staff travel to meetings, focus groups, events) [REDACTED]	[REDACTED]	11/08/2013	Personal mileage [REDACTED]	\$21.47	Reimbursement request; cancelled check
	ZipCar	11/08/2013	To/from [REDACTED] for event	\$45.92	credit card receipt
	ZipCar	11/25/2013	To/from [REDACTED]	\$50.82	credit card receipt
	TOTAL			\$118.21	
Supplies (Printing, Office Supplies, Software, Telecommunications). Acct [REDACTED]	FedEx	10/09/2013	Poster [REDACTED]	\$43.69	Credit card receipt
	Konica Minolta	11/19/2013	[REDACTED] Documents (color)	\$16.90	Color copy log
	FedEx	11/25/2013	Maps [REDACTED] for meeting	\$47.53	Credit card receipt
	Amazon.com	11/7/2013	[REDACTED] book	\$12.08	Credit card receipt
	TOTAL			\$120.20	
Contractual (Consultants and interns). [REDACTED]	[REDACTED] (financial consultant)	10/28/2013	[REDACTED] hours	\$190.00	Invoice; cancelled check
	[REDACTED] (fall intern)	11/14/2013	[REDACTED] hours	\$250.00	Agreement; cancelled check
		12/11/2013	[REDACTED] hours	\$250.00	Agreement; cancelled check
	[REDACTED] Chicago	12/23/2013	[REDACTED] hours and travel	\$1,000.00	Invoice
	TOTAL			\$1,690.00	
Other (Meetings/Public Events). [REDACTED]	[REDACTED]	10/01/2013	[REDACTED] registration for [REDACTED] Conf [REDACTED]	\$30.00	Email confirmation credit card receipt
	[REDACTED]	10/10/2013	Reimbursement [REDACTED] conference	\$30.00	Receipt; cancelled check
	[REDACTED]	10/22/2013	Tickets to luncheon	\$60.00	Invoice; cancelled check
	Mariano's	11/25/2013	Food/beverage [REDACTED] meeting	\$39.81	Credit card receipt
	TOTAL			\$159.81	
Total Reimbursement Request				\$11,220.45	

01/10/14
Accrual Basis

Transaction Detail
September through December 2013

Type	Date	Name	Memo	Split	Amount
Personnel					
Salaries					
General Journal	10/31/2013		Monthly Payroll Allocation	Salaries	2,056.78
General Journal	11/30/2013		Monthly Payroll Allocation	Salaries	3,371.06
General Journal	12/31/2013		Monthly Payroll Allocation	Salaries	2,216.51
Total Salaries					7,644.35
Payroll taxes					
General Journal	10/31/2013		Monthly Payroll Allocation	Salaries	157.34
General Journal	11/30/2013		Monthly Payroll Allocation	Salaries	257.88
General Journal	12/31/2013		Monthly Payroll Allocation	Salaries	169.56
Total Payroll taxes					584.78
Employee Benefits					
General Journal	10/31/2013		Monthly TIAA allocation	Employee B...	102.84
General Journal	10/31/2013		Monthly HRA Allocation	Employee B...	145.99
General Journal	11/30/2013		Monthly TIAA allocation	Employee B...	168.55
General Journal	11/30/2013		Monthly HRA Allocation	Employee B...	221.71
General Journal	12/31/2013		Monthly TIAA allocation	Employee B...	110.83
General Journal	12/31/2013		Monthly HRA Allocation	Employee B...	153.18
Total Employee Benefits					903.10
Total Personnel					9,132.23
Meetings & Public Events					
Credit Card Charge	10/1/2013		Conference		30.00
Bill	10/10/2013		Reimbursement for workshop 10/26	Accounts P...	30.00
Bill	10/22/2013		tickets to annual luncheon	Accounts P...	60.00
Credit Card Charge	11/25/2013	Mariano's	Meeting supplies		39.81
Total Meetings & Public Events					159.81
Consultants/Contractors					
Bill	10/28/2013		hours (4.75 hrs @ \$40/hr)	Accounts P...	190.00
Bill	11/14/2013		Intern	Accounts P...	250.00
Bill	12/11/2013		Intern	Accounts P...	250.00
Bill	12/23/2013		hours and travel for fellows	Accounts P...	1,000.00
Total Consultants/Contractors					1,690.00
Staff Travel					
Bill	11/8/2013		Personal mileage	Accounts P...	21.47
Credit Card Charge	11/8/2013	ZipCar	Car rental		45.92
Credit Card Charge	11/25/2013	ZipCar	Car rental		50.82
Total Staff Travel					118.21
Office Supplies & Software					
Credit Card Charge	11/7/2013	Amazon.Com	Book		12.08
Total Office Supplies & Software					12.08

01/10/14
Accrual Basis

[REDACTED]
Transaction Detail [REDACTED]
September through December 2013

Type	Date	Name	Memo	Split	Amount
[REDACTED] Printing					
Credit Card Charge	10/9/2013	FedEx	[REDACTED] Poster	2117 [REDACTED]	43.69
Bill	11/19/2013	Konica Minolta	[REDACTED] Documents (color)	2000 Accounts P...	16.90
Credit Card Charge	11/25/2013	FedEx	Printed maps [REDACTED] for meeting	2126 [REDACTED]	47.53
Total [REDACTED] Printing					108.12
TOTAL					11,220.45

EXPENSES DOCUMENTATION:

PERSONNEL & FRINGE



Check Register

EMPLOYEE NAME				EARNINGS CURRENT		CURRENT		Y T D		TAXES		CURRENT		Y T D		DEDUCTIONS		CURRENT		Y T D		CHECK #	
DIV	DEPT	NUM.	CLOCK	HOURS	RATE	AMOUNT	HOURS	AMOUNT	NET PAY														
SOC.SEC.	FREQ	M/S	EX																				
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

2013 Time Reporting
October

Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hrs:	Allocation Percent
			6.0				1.0	1.0												2.0												10.0	
			6.0					2.0												2.0												10.0	
	2.0		1.0	3.0				2.0																								8.0	
			6.0					2.0																								8.0	
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								1.0	2.0											1.0												8.0	
	4.0									2.0																						8.0	
	8.0																															8.0	
	4.0																															8.0	
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	33.0	0.0	44.0	3.0	0.0	0.0	0.0	17.0	22.0	8.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	1.0	49.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	180.0	27.2%	



EXPENSES DOCUMENTATION:

TRAVEL



Travel Expense Report and Reimbursement Request Form

Employee Name

Date Prepared

Purpose of Trip

Date	Account	Class	Description	Payment Method	Travel	Housing	Meals	Supplies	Other	Total
10/24/13	5400									
10/26/13		ICMP	Personal mileage Conf (19 mi @\$0.565/mi)		\$21.47					\$21.47
10/25/13										
10/28/13										
10/30/13										
TOTALS										
TOTAL REIMBURSEMENT REQUEST										\$64.07
Employee Signature										
Approved										

*

*

[Redacted Signature and Approval Area]

Staff Travel

[My Accounts](#) > [Account Activity](#) > Check Details

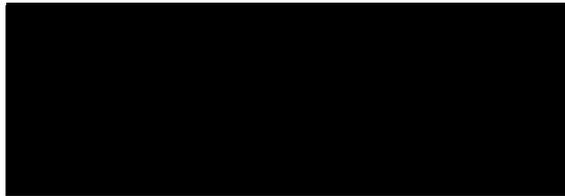
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zipcar.

wheels when you want them

my statement for:

account

Your Plan: Occasional Driving Plan

summary
credit card charges:

my statement

date ▾	description	amount
--------	-------------	--------

November
8, 2013

Reservation: [redacted]

\$45.92

usage rate amount

Hours: 11:00 AM - 3:00 PM

Miles included with reservation

IL Cook County Vehicle Tax 1%

EXPENSES DOCUMENTATION:

SUPPLIES



FedEx Office® Print Online

Thank you for your order

Order Number: [REDACTED]

A confirmation of your order has been sent to: [REDACTED]

Payment

Payment Method: VISA

Card Number: [REDACTED]

Name on Card: [REDACTED]

Expiration Date: [REDACTED]

Poster

\$43.69

Pickup/Delivery

Requested Pick Up: [REDACTED]

Delivery Method: [REDACTED]

FedEx Office Center: [REDACTED]

Contact: [REDACTED]

Recipient: [REDACTED]



Order Summary

DOCUMENTS	QTY	PRICE
[REDACTED] Poster [REDACTED] Poster Package	1	\$39.99
None, No bindings or finishes, 0 tabs, 0 inserts		
Order Subtotal		\$39.99
Order Discount		\$--
Delivery		\$0.00
Tax		\$3.70
Total		\$43.69

[REDACTED] book Color Copy Log

Quarter 1: October 1 – December 31, 2013

[REDACTED] rate of \$.13 per color copy.

Date	Description	Total
10/22/13	[REDACTED] book postcards (40 copies)	\$5.20
11/21/13	[REDACTED] meeting materials	\$6.50
11/22/13	[REDACTED] meeting materials	\$3.90
11/25.13	[REDACTED] meeting materials	\$1.30
	Total	\$16.90



Print this page for your records.

Order Placed: [Redacted]
Amazon.com order number: [Redacted]
Order Total: \$12.08



Items Ordered

Price

[Redacted]	\$8.09
------------	--------

Shipping Address:



Item(s) Subtotal: \$8.09
 Shipping & Handling: \$3.99

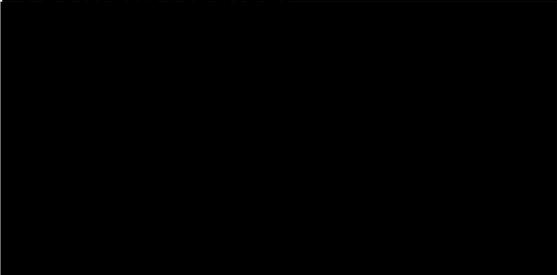
 Total before tax: \$12.08
 Sales Tax: \$0.00

Shipping Speed:
Standard Shipping

Total for This Shipment: \$12.08

Payment information

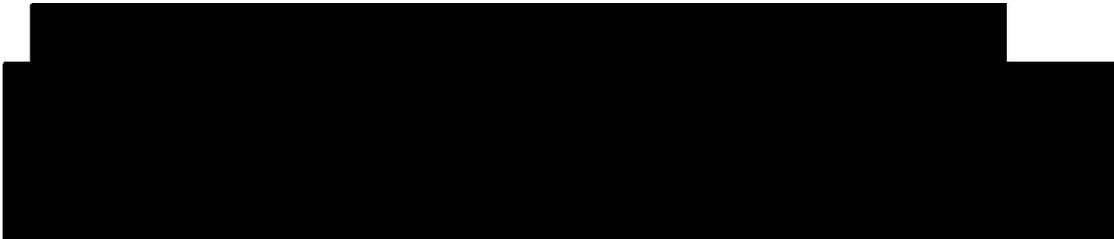
Payment Method:



Item(s) Subtotal: \$8.09
 Shipping & Handling: \$3.99

 Total before tax: \$12.08
 Estimated tax to be collected: \$0.00

Grand Total: \$12.08

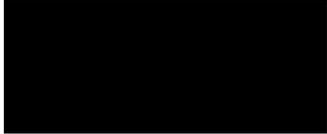


EXPENSES DOCUMENTATION:

CONTRACTUAL



Invoice



services, October 2013

4.75 hours@ \$40/hour
Total Due

\$190

Consultant

Friday, January 10, 2014

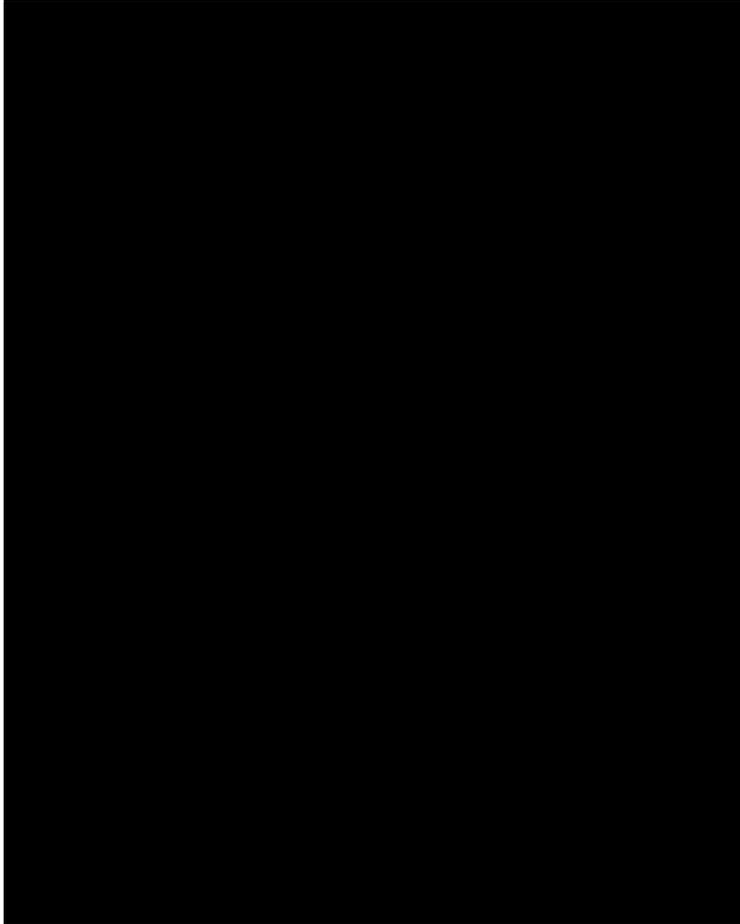
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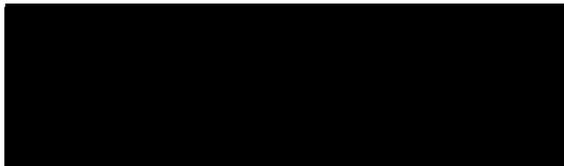
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\$190 
(rest of her payment)

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Invoice for Services Rendered

Research and writing internship

\$500.00

Total Payment

\$500.00

Consultant



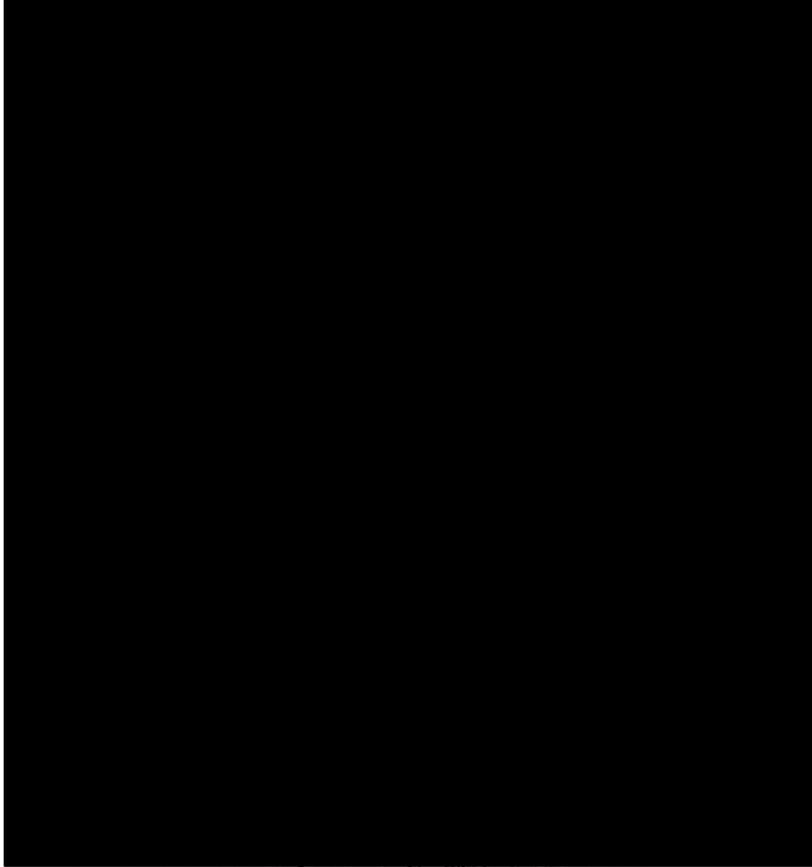
Friday, January 10, 2014

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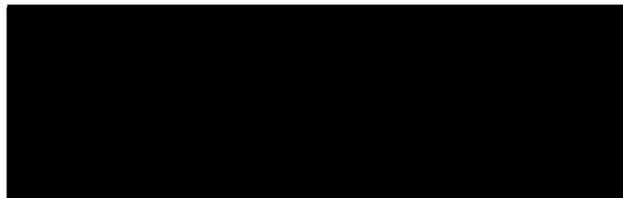
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EXPENSES DOCUMENTATION:

OTHER



[REDACTED]

Fwd: Thank you for registering

Conference

1 message

[REDACTED]

[REDACTED]

[REDACTED]

Conference

[REDACTED]

Personal Information

First Name:
Last Name:
Email Address:
Phone:
Organization name:

[REDACTED]

Payment Method: Credit Card

Payment Summary

<i>Name</i>	<i>Type</i>	<i>Quantity</i>	<i>Fee</i>	<i>Total</i>
	General			



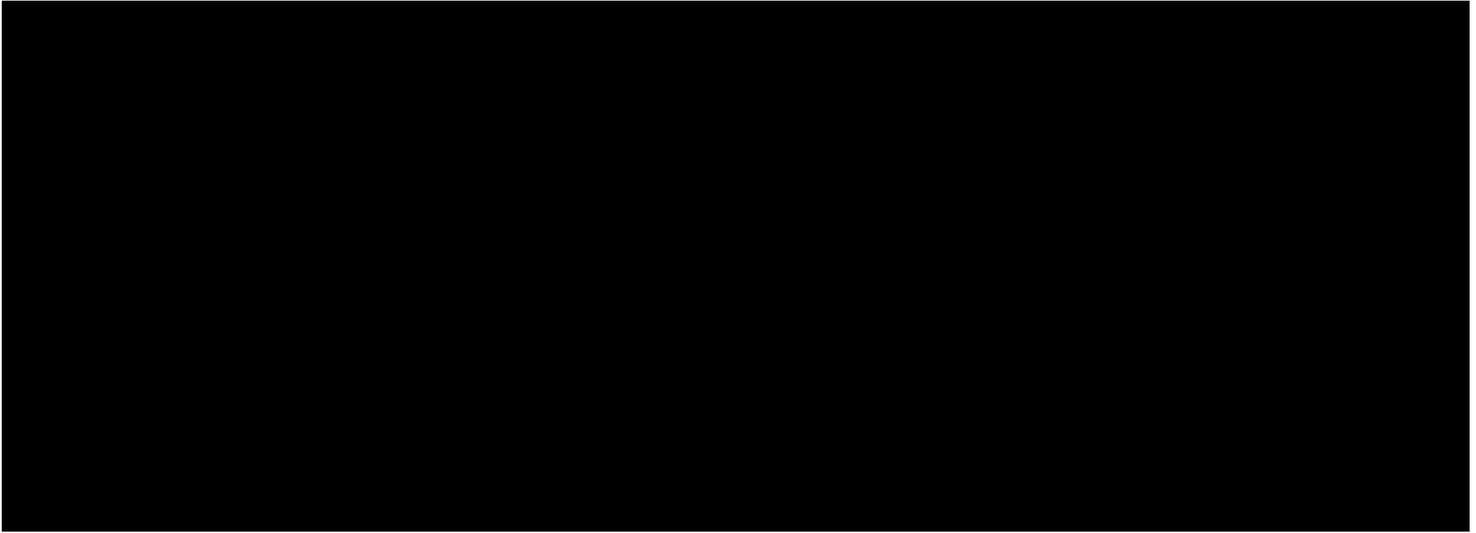
Registration

1

\$30.00

\$30.00

Total \$30.00



Meetings

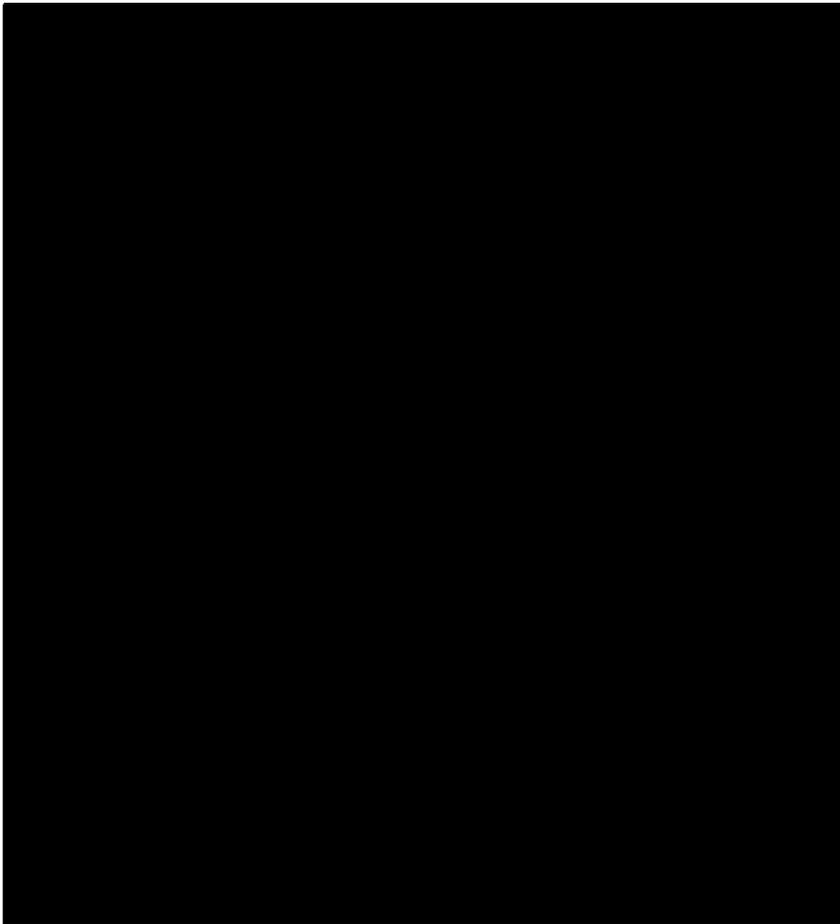
Friday, January 10, 2014

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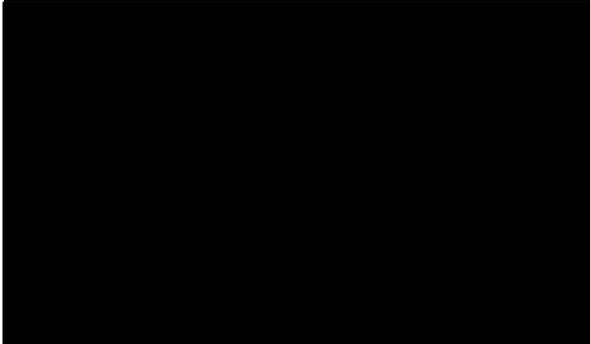
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MARIANO'S



Meeting
Food/Beverages

PAYMENT AMOUNT 39.81

Your Cashier:

GROCERY

80ZPURE LIFE WTR 4.85 B
DP BOTTLE WATER TAX 1.20 F
1440Z LA CROIX WTR 3.75 B

BAKERY

ITALIAN COOKIE 8.98 B
ITALIAN COOKIE 8.87 B
ITALIAN COOKIE 8.32 B

PRODUCE

3LBAPLS GALA *W* 2.99 B

**** SUBTOTAL 38.96

37.76 @ 2.25% SALES TAX .85

**** TAX .85

**** TOTAL 39.81

VF CREDIT CHANGE 39.81 .00

Illinois Coastal Management Program Grant - Quarter 1 Match Documentation	
Grantee: [REDACTED]	Grant Number: [REDACTED]
Project Title: [REDACTED]	Report Period: Oct - Dec 2013

Category	Vendor	Date	Description	Amount	Documentation
Personnel [REDACTED]	[REDACTED] Webinar, Meeting,	Oct - Dec 2013	40.25 hrs @ \$75/hour	\$3,018.75	Timesheet
	[REDACTED] Survey (19 surveys - 1 hr each)	Oct - Dec 2013	19 hrs @ \$75/hour	\$1,425.00	Survey Monkey Report
	TOTAL			\$4,443.75	
Fringe (Benefits)	N/A			N/A	
Travel (Task Force travel to meetings, focus groups, events)	[REDACTED] personal mileage to [REDACTED]	11/25/2013	37.2 miles @ \$.565/mi	\$21.00	Reimbursement Request
	TOTAL			\$21.00	
Supplies (B&W printing, software)	Konica Minolta Copier	11/19/2013	B&W copies	\$30.80	B&W Copy Log
	TOTAL			\$30.80	
Contractual (Consultants and interns)	N/A			N/A	
Other (Task Force Meetings)	[REDACTED]	11/25/2013	Room rental [REDACTED] Meeting (2 hrs @ \$250/hr)	\$500.00	In-kind contribution letter
	TOTAL			\$500.00	
Total Match				\$4,995.55	

MATCH DOCUMENTATION:

**PERSONNEL
(Volunteer Timesheet)**

Volunteer

Time Reporting - First Quarter (October 1, 2013 through December 31, 2013)

Task Force Member	Task Completed	Date	Number of Hours	Hourly Rate	Total	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
	Webinar	10/28/2013	1	\$ 75	\$75.00	
		List	11/22/2013	1	\$ 75	\$75.00
		Meeting	11/25/2013	3	\$ 75	\$225.00
		Meeting	11/25/2013	3.5	\$ 75	\$262.50
		Meeting	11/25/2013	4	\$ 75	\$300.00
	Meeting	11/25/2013	4	\$ 75	\$300.00	
	Meeting	11/25/2013	2	\$ 75	\$150.00	
	Meeting	11/25/2013	3	\$ 75	\$225.00	
	Meeting	11/25/2013	3	\$ 75	\$225.00	
	Meeting	11/25/2013	3.5	\$ 75	\$262.50	
	Name survey & focus group invites	12/11/2013	0.5	\$ 75	\$37.50	
	Coordinate room rental for focus group	12/10/2013	0.25	\$ 75	\$18.75	
	Coordinate room rental for focus group	12/18/2013	0.5	\$ 75	\$37.50	
Survey Takers	Survey (19 takers @ 1 hr/survey)	11/1-11/30	19	\$ 75	\$1,425.00	
Total Quarter 1:					\$4,443.75	

Survey

Summary Design Survey Collect Responses Analyze Results

DESIGN SUMMARY



Created on 11/5/2013

- ✓ Questions: 23, Pages: 7
- ✓ Survey language: English
- ✓ Theme: Aqua
- No logo added
- No logic added

[Edit Design](#) [Preview Survey](#)

RESPONSE SUMMARY

19

Total Responses

OPEN

Overall Survey Status

Collectors



Web Link

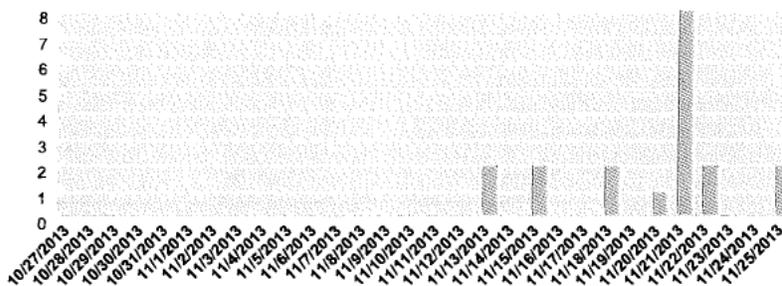
Responses: 19

Since 11/12/2013

OPEN

Responses Volume

10/27/2013 - 11/25/2013



[Analyze Results](#)

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MATCH DOCUMENTATION:

TRAVEL



Travel Expense Report and Reimbursement Request Form

Employee Name

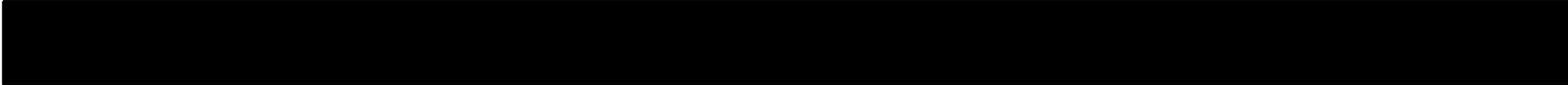
Date Prepared

Purpose of Trip

Meeting -

Date	Account	Class	Description	Payment Method	Travel	Housing	Meals	Supplies	Other	Total
11/25/13	5400		Personal mileage for trip (37.2 mi @ \$.565/mi)		21.00					\$21.00
TOTALS										
TOTAL REIMBURSEMENT REQUEST										\$21.00
Employee Signature				Date						
Approved Signature				Date						

Travel - in kind for match



MATCH DOCUMENTATION:

**SUPPLIES
(B&W Copy Log)**

██████████ book Black & White Copy Log

Quarter 1: October 1 – December 31, 2013

██████████ rate of \$.05 per B&W copy

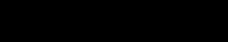
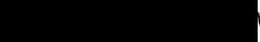
Date	Description	Number of Copies	Total
10/21/13	██████████ Meeting	12	\$.60
10/28/13	██████████ Meeting	12	\$.60
11/4/13	██████████ Meeting	12	\$.60
11/11/13	██████████ Meeting	12	\$.60
11/18/13	██████████ Meeting	12	\$.60
11/22/13	██████████ copies ██████████ ██████████ meeting (25 pages each; 20 copies)	500	\$25.00
12/2	██████████ Meeting	12	\$.60
12/9	██████████ Meeting	12	\$.60
12/16	██████████ Meeting	12	\$.60
12/23	Draft grant report materials	20	\$1.00
	Total		\$30.80

MATCH DOCUMENTATION:

**OTHER
(Room Rental Letter)**



IN-KIND CONTRIBUTION

 is happy to be a partner 
 funded by the Illinois Coastal Management Program. In support we offered
our  meeting room  to use, free of charge.
Typical room rental fee is \$250 per hour.  meeting lasted 2 hours,
which would have amounted to a total charge of \$500.  will contribute
that value as in-kind match for this grant project.

We look forward to continuing work on this project.

