

**PROGRAM EXPENDITURE REPORTS – SALARIES
INSTRUCTIONS/EXAMPLES**

Check Number	Check Date Note 1	Payee Name	Position Title	Payroll Period		Hours Worked (If Paid Hourly) Note 2	Gross Amount Of Check	Amount Chargeable To IIK Note 3
				From	To			
2000	01/14/02	John Brown	Executive Director	01/01/02	01/14/02		\$ 2,000.00	\$ 150.00
2001	01/14/02	Tim Grant	Program Director	01/01/02	01/14/02	15	\$ 75.00	\$ 75.00
2010	01/28/02	John Brown	Executive Director	01/15/02	1/28/02		\$ 2,000.00	\$ 150.00
2011	01/28/02	Tim Grant	Program Director	01/15/02	01/28/02	15	\$ 75.00	\$ 75.00
FOR CONTRACT AGENCIES ONLY: NOTE 5 REIMBURSEMENT CHECK NUMBER						TOTAL	\$ 4,150.00	\$ 450.00

- NOTES:**
- (1) Checks must be dated at the end of the payroll period – prepayments are not reimbursable.
 - (2) On attached payroll registers list any required information not already provided on register.
 - (3) The Amount Chargeable to could be less than 100% of the cost, if the employee(s) divide time between IIK and non IIK funded programs.
 - (4) When using a payroll checking account or general checking account to write individual checks, please note the number of the separate bank account check reimbursing the payroll or general account.

INSTRUCTIONS: Vacation time should be noted.
Employee separation dates should be given (termination, resignation, retirement).
Adjustments must be fully explained.