

How to Complete the Expense Detail Form

The Expense Detail Form is required with every pay request form. The form has several tabs which align with the six eligible expense types: Administration, Emergency Shelter, HMIS, Homelessness Prevention, Rapid Re-Housing, and Street Outreach. Drop down boxes are included within each activity sheet.

Please make sure you fill the expense detail form out completely. Common fields applicable to each activity type are provided immediately below. Further direction specific to each tab is provided following this general section. If you have any questions about the expense form or the pay request process, please email them to esg@thda.org.

Expense report required fields:

Date: Current date

Agency Name: Agency name requesting reimbursement

ESG Grant #: ESG Contract Number

Reporting Range: This field will automatically populate based on the incurred date/ pay period line items below. Do not put a date in these fields.

Incurred Date/Pay Period: The date of the services paid or pay period for salaries.

Payee/Vendor/Retailer: Employee name or last 4 digits of SS#, store name, utility company name, etc.

Check Number: If paid by check, include the check number; if paid by credit card, provide the last 4 digits of the credit card #. Note in the detailed description field it was paid by credit card.

Total Amount: Put the entire amount of invoice or payment, including both ESG and non-ESG funded costs.

ESG%: This field will be auto populated once a value in the Amount Paid by ESG field is entered.

Amount Paid by ESG: Enter how much of the costs entered in Total Amount field are eligible ESG costs and will be paid by ESG grant.

Detailed Description: Please provide a brief description of expense. Examples:

- Child Care expense: Description - Child care for shelter client. Paid by credit card.
- Utility expense: Description - Telephone, internet, water, etc. for shelter.

This detail is necessary to make sure all costs are being reported correctly.

Administration Tab: Only local governments may bill for administrative costs. Click on the drop down in the yellow cell under the Administration expense type to pick one of the following expense subtypes:

Salaries

Contract Services

Goods & Services

Please refer to the **Expense Guide** to make sure that you are billing for eligible expenses under the Administration activity.

Emergency Shelter Tab: Click in the white field under Expense Type and choose either Essential Services or Operations. Depending on which option you select, you will get a drop down list of corresponding expense subtypes.

- **Essential Services:**

- Case Management
- Child Care
- Education Services
- Employment Ass. & Job Training
- Outpatient Health Services
- Legal Services
- Life Skills Training
- Mental Health Services
- Substance Abuse Treatment
- Transportation
- Services for Special Populations

- **Operations:**

- Hotel/Motel Vouchers
- Maintenance
- Staff Salaries/General operations
- Rent
- Security
- Fuel
- Equipment
- Insurance
- Utilities
- Food
- Furnishings
- Supplies

Please refer to the **Expense Guide** to make sure that you are billing for eligible expenses under Emergency Shelter activity.

HMIS Tab: Click on the drop down in the yellow cell under the HMIS expense type to pick one of the following expense subtypes:

Data Entry- is salary for the person or persons who enters data into the HMIS or comparable data base

Operating Costs

Software Costs

Please refer to the **Expense Guide** to make sure that you are billing for eligible expenses under the HMIS activity.

Homelessness Prevention Tab: Click on the drop down in the yellow cell under the Housing Services expense type to pick one of the following expense subtypes:

Rental Applications

Security Deposits

Rent

Utility Deposits

Utility Payments

Moving Costs

Staff Salaries

Housing Case Management

Mediation

Legal Services

Credit Repair

Please refer to the **Expense Guide** to make sure that you are billing for eligible expenses under Homelessness Prevention activity.

Rapid Re-Housing: Click on the drop down in the yellow cell under the Housing Services expense type to pick one of the following expense subtypes:

Rental Applications

Security Deposits

Rent

Utility Deposits

Utility Payments

Moving Costs

Staff Salaries

Housing Case Management

Mediation

Legal Services
Credit Repair

Please refer to the **Expense Guide** to make sure that you are billing for eligible expenses under the Rapid Re-Housing activity.

Street Outreach:

Click on the drop down in the yellow cell under the Street Outreach expense type to pick one of the following expense subtypes:

- Engagement**
- Case Management**
- Emergency Health Services**
- Emergency Mental Health Services**
- Transportation**
- Services for Special Populations**

Please refer to the **Expense Guide** to make sure that you are billing for eligible expenses under Street Outreach activity.