

Safe Routes to School Non-Personnel Expense Detail

School Name(s): **Maple Elementary School, Pine Middle School**

Fiduciary Name: **XYZ Public Schools**

Prime Contract #: **2025-0006**
 Job #: **22082**
 Authorization #: **N/A**

Billing #: **1**
 Billing Period: **9/1/2023 - 9/30/2023**

Mark when done entering expenses for Billing 1

BUDGET LINE ITEM <small>(from award summary)</small>	DESCRIPTION OF ITEMS/PURPOSE	STORE/VENDOR NAME	AMOUNT
A	Adult Safety Vests	Safety.com	\$256.32
B	Student Safety Vests	Safety.com	\$89.57
TOTAL EXPENSES			\$345.89

Notes

- 1) Copies of receipts/invoices for all expenses must be attached to this document.
- 2) Travel expenses, including mileage - Travel Summary Form(s) must be attached.
- 3) Copy/printing expenses - must indicate the number of copies and the cost per copy in the description.
- 4) Refreshment or other food/beverage expenses - completed Meeting Summary Form(s) must be attached.