

Attachment A
Regional Workforce Council (RWC) Fiscal Agent
Allowable / Unallowable Expenses
September 13, 2016

Amount of Allocation: \$142,857 for general RWC operations.

Specific use of funds is limited to: Providing fiscal agent and administrative functions in support of planning and implementation of regional workforce development activities and initiatives for the RWCs.

Allowable Expenses

- Salary and Benefits (Costs associated with compensation for an employee(s) to carry out duties and expectations reflected in the position description(s), or as directed by the RWC Chair and its Executive Committee (or Board, as appropriate).
- Materials and Supplies (Expenses related to general operations of the RWC.)
 - Office Supplies (pens, pencils, jump drives, recorder to take minutes, etc.)
- Costs for copier and of professionally printed materials
- Postage
- Outreach/Public Relations
- In-State-Travel
 - Workforce Development Related Events, RWC Leadership Meetings, Conferences and other Workforce activities
 - Registration
 - Lodging and Meals (limited to daily per diem rate)
 - Mileage
 - Parking (receipts are required)
- Out-of-State Travel (Receipts are required for ALL expenses)
 - Registration Fees
 - Transportation (Airfare or Mileage)
 - Lodging
 - Meals (tips are limited to 20% and itemized receipts are required)
 - Parking
- Communications
 - Conference call or Skype fees
 - Office Phone and Cellphone Charges
- Computer Hardware/Software
- Incorporation Fees and Application Fees for 501(c)3 Non-profit Status
- Liability Insurance

Typical Non-allowable Expenses

- Indirect Costs
- Alcohol
- Personal expenses (Phone calls, personal vehicle upkeep, etc.)
- Entertainment (catering costs, gifts, and movie rentals)

If there is any doubt regarding expense, please contact your RWC Liaison.

Note: Please use the attached AIDT Travel Expenses Reimbursement Guidelines as an additional reference