

Cost Report Packet Checklist

The following documents and related documentation, as noted, are required to process CEA payments for LASTEM Regional Centers. Use this checklist to ensure your submission is complete, correct, and in the appropriate order before submission. This will help avoid delays in processing due to missing or problematic documentation.

- Invoice:** Invoice must be signed by your institution, on Institution's letterhead and contain the invoice number, invoice date, billed amount, brief description of services being billed, the related contract number, and the period for which BOR is being billed
- Cost Report:** Must include budget, current and cumulative cost
- Center Support Form:** Must include budget, current and cumulative cost
- Summary of Period Expenditures**
- Category Cover Sheets:**
- Supporting Documentation:** Ensure that all supporting documentation is provided for each expense per category.
 - Personnel & Fringe Benefits:** Copy of pay stub or payroll report showing gross pay, employer benefits and pay period.
 - Travel:** Travel authorization, agenda of off-site meeting/event, travel expense report, receipts, and proof of payment (copy of check, direct deposit advice, credit card statement, or accounting report). Note that travel expenses can only be reimbursed in accordance with the Louisiana State Travel Guide (PPM49) and Board of Regents Travel Policies
 - Operating Services:** Purchase order and/or purchase requisition, copy of invoice, proof of payment (copy of check, direct deposit advice, credit card statement or accounting report), and proof of receipt if applicable
 - Supplies:** Purchase order and/or purchase requisition, copy of invoice, proof of receipt (vendor receipts, packing slips or certification statement), proof of payment (check copy, direct deposit, credit card statement or accounting report) *Catering must include sign-in sheets with all attendees' names and titles
 - Equipment:** Purchase order and/or purchase requisition, copy of invoice, proof of receipt (vendor receipts, packing slips or certification statement), proof of payment (copy check, direct deposit advice, credit card statement or accounting report)
 - Professional Services:** Copy of contract, documentation showing all deliverables have been provided and accepted (certification statement) and proof of payment (copy of check, direct deposit advice, or accounting report)
 - Participant Support:** Participant report/stipend form and proof of payment (copy of check, direct deposit advice, or accounting report)