



VOCA Month Expenditure Report Instructions

- **Please complete following sections:**
 - **Agency** (Agency Name)
 - **Region** (Assigned Region: Please see review contract)
 - **Invoice Period** (Month of Expenses)
 - **Program Period** (Start and end date of Contract)

- **Budget Line Items:**
 - **Budgeted** (Total award amount)
 - **Month Expenditures** (Cumulative amount for monthly reimbursement expenses)

- **YTD Total** (You will need to hard number this in each month)

- **Budget Remaining** (Form is formatted to calculate)

- **Match Amount** (Match is waived at the moment) You will hard number your match amount into the line items.

- **Categories- Total Monthly expenditures has to match your Invoice sheet.**
 - **Personnel** (Cumulative amount for monthly reimbursement expenses)
 - **Benefits** (Cumulative amount for monthly reimbursement expenses) (Agency Budget)
 - **PRN** (Cumulative amount for monthly reimbursement expenses)
 - **Volunteers** (Cumulative amount for monthly reimbursement expenses/Match Only)
 - **On Call Volunteers** (Cumulative amount for monthly reimbursement expenses)/Match Only)
 - **Travel/Training** (Cumulative amount for monthly reimbursement expenses)
 - **Equipment** (Cumulative amount for monthly reimbursement expenses)
 - **Supplies/Operation** (Cumulative amount for monthly reimbursement expenses)
 - **Contractual** (Cumulative amount for monthly reimbursement expenses)
 - **Indirect Cost** (Cumulative amount for monthly reimbursement expenses)

- **Please submit your Invoice to the following email address:**
W&CI.INVOICES@dss.mo.gov