

# Payment Document Descriptions & Backup for Sponsored Awards

Texas A&M Forest Service  
Grants Program Training Series

# Requirements of Document Descriptions

Requirements

Allowable

Reasonable

Allocable

## Document Descriptions

Descriptions on payment documents must adequately prove that expenses charged to awards are **allowable**, **reasonable** and **allocable**.

# Requirements of Document Descriptions

Requirements

Allowable

Reasonable

Allocable

## Allowable

In accordance with the terms and conditions of the award and as specified in the narrative & budget.

*(See 2 CFR 200.403)*

# Requirements of Document Descriptions

Requirements

Allowable

Reasonable

Allocable

## Reasonable

What a “prudent person” would spend.

*(See 2 CFR 200.404)*

# Requirements of Document Descriptions

Requirements

Allowable

Reasonable

Allocable

## Allocable

Being necessary and charged in proportion to the benefit received.

*(See 2 CFR 200.405)*

# Good Descriptions

# Good Descriptions

5 W's

Sample

Types

Adequacy

Verification

Good Descriptions should contain the five W's

Who?

What?

Where?

When?

Why? (benefit to the award)

# Good Descriptions

5 W's

Sample

Types

Adequacy

Verification

## Sample Description

Travel by Employee X from 06/14/15 through 06/20/15 to San Antonio, TX, to attend and participate in the XYZ Conference for foresters and firefighters.  
...[list of daily commute & activities]

Information gained from this conference will enhance Employee X's knowledge about the forestry issues related to Award Y.



# Good Descriptions

5 W's

Sample

Types

Adequacy

Verification

## Sample Description: Does it contain the five W's?

Who?	Employee X
What?	XYZ Conference
Where?	San Antonio, TX
When?	06/14/15 - 06/20/15
Why?	Enhance Employee X's knowledge about the forestry issues related to Award Y

# Good Descriptions

5 W's

Sample

Types

Adequacy

Verification

## Types of documentation that should be attached to the payment document

- \*Invoices
- \*Receipts
- \*Correspondence
- \*Anything that provides a clear understanding of the charges and how they support the award

# Good Descriptions

5 W's

Sample

Types

Adequacy

Verification

## What happens if good descriptions and documentation are not provided?

According to 2 CFR 200.53

*“...any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper”*

can be deemed an improper payment and disallowed.

# Good Descriptions

5 W's

Sample

Types

Adequacy

Verification

## Verification

To ensure compliance and avoid disallowed costs, The TFS Grants Administrator and Accounts Payable staff verify adequacy of descriptions and supporting documentation....and request clarifications or additional documentation, as needed.