



# Summary of Expenditures

Grant # \_\_\_\_\_

Period Covered by Report: From \_\_\_\_\_ to \_\_\_\_\_

| Budget Items                    | HN Expenditures | Cash Match | In-Kind Match |
|---------------------------------|-----------------|------------|---------------|
| <b>1. Personnel</b>             |                 |            |               |
| Project Director                |                 |            |               |
| Administrative Staff            |                 |            |               |
| Fiscal Agent                    |                 |            |               |
| Publicity Director              |                 |            |               |
| Humanities Scholars             |                 |            |               |
| Others (specify)                |                 |            |               |
|                                 |                 |            |               |
| <b>2. Travel and Per Diem</b>   |                 |            |               |
| Project Director and Staff      |                 |            |               |
| Humanities Scholars             |                 |            |               |
|                                 |                 |            |               |
| <b>3. Communications</b>        |                 |            |               |
| Telephone                       |                 |            |               |
| Printing                        |                 |            |               |
| Postage                         |                 |            |               |
| Other (specify)                 |                 |            |               |
|                                 |                 |            |               |
| <b>4. Supplies</b>              |                 |            |               |
| Office                          |                 |            |               |
| Equipment and Space Rental      |                 |            |               |
|                                 |                 |            |               |
| <b>5. Other Costs (specify)</b> |                 |            |               |
|                                 |                 |            |               |
|                                 |                 |            |               |
| <b>Grand Total</b>              | \$              | \$         | \$            |

Total funds received to date from HN \$ \_\_\_\_\_

We certify that the above information is true and correct, and that all expenditures were solely for the purposes of the above-numbered grant during the grant period, and in accordance with the agreed conditions of the award.

|                      |       |
|----------------------|-------|
| <b>SIGNED:</b> _____ | _____ |
| Project Director     | Date  |
| _____                | _____ |
| Budget Administrator | Date  |

\* See following page for instructions

## Instructions for filling out the expenditure summary

- This form is to be used to record and report all expenditures made from HN grant funds and matching funds.
- The column headed “HN Expenditures” is to record HN grant funds spent during the grant period.
- The columns headed “Cash Match” and “In-Kind Match” will show all in-kind and cash match accumulated during the grant period which have been documented by financial records or signed certificates of contribution.
- Signatures on this form should be the same as those on the grant contract unless a change in personnel has been approved in writing by HN.



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