



## Grants Administration Division Justification of Specific Expenditure: Educational Field Trips

Costs of entertainment, including field trips, have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

You must justify your plans to use federal grant funds for the costs of field trips. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on costs of field trips.

Limit one justification per form. (Note: One justification for the same field trip location may include multiple campuses or grade levels.)

Name of Federal Grant

Name of Grantee  County-District #  Date Submitted

### Description of Proposed Field Trip

Destination  # of Attendees

Type of transportation  Duration of instructional component  Supported TEKS component(s)

Describe the purpose of providing this field trip to attendees.

Describe how the field trip supports the goals and objectives of the federal grant.

Describe the specific need, as identified in your comprehensive needs assessment, for this field trip.

# Snyder ISD Grant Compliance Form

PO #: \_\_\_\_\_

The following elements must be considered when planning to use grant funds. Please complete all field and provide addition explanation or documentation as necessary.

Reasonable		
YES	NO	Criteria
		Is the cost a fair price for the goods and/or services in the general market?
		Is the quantity purchased based on the actual minimum need?
		Will the goods and/or services be consumed or received during the grant period for specific grant activities?
		Are there are other related costs of implementation that are reasonable?
		Are the potential repair and maintenance costs (equipment) reasonable?
If the answer is "no" to any question.....STOP HERE....THE COST IS NOT ALLOWABLE		

Necessary		
YES	NO	
		Is there an identified grant activity(ies) that the the goods or services will support? [List the specific goal, strategy and/or activity]
		Are these goods and/or services necessary to carry out grant activities? [List the potential impact of not obtaining the goods and/or services.]
If the answer is "no" to any question.....STOP HERE....THE COST IS NOT ALLOWABLE		

Allocable		
YES	NO	
		Is there a percentage of time that the goods and/or services will be used for a grant activity?
		If, so document the percentage of federal and non-federal activities.
		Is the charge to the federal grant aligned with the percentage of use of the goods and/or services?
If the answer is "no" to question #3 .....STOP HERE....THE ENTIRE COST IS NOT ALLOCABLE		

Allowability		
YES	NO	
		Are the costs of the goods and/or services reasonable and necessary?
		Are the costs of the goods and/or services allowable by the Federal Cost Principles or program-specific cost principles?
		Are the costs of the goods and/or services in alignment with the typical costs paid by the district with non-federal grant funds?
		Are the costs of the goods and/or services consistently treated as direct or indirect costs?
		Are the costs of the goods and/or services determined in accordance with GAAP?
		Are the costs of the goods and/or services excluded as a cost or used to meet cost sharing or matching requirements of any other federal grant in either the current or a prior period?
		Are the costs of the goods and/or services adequately documented with supporting cost proposals, quotations, competitive procurement, invoice, etc.?
		Are the costs of the goods and/or services not required by the state law or local policy/procedure?
		Do the costs meet the federal obligation rules?
If the answer is "no" to any question.....STOP HERE....THE COST IS NOT ALLOWABLE		

Benefit		
YES	NO	
		Is this purchase in the final 90 days of grant period?
		If yes, does it achieve an important program objective?
		Will the cost benefit the students enrolled in the current school year?

Signature of Person Completing Form:

Date: