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# Finance Training Manual

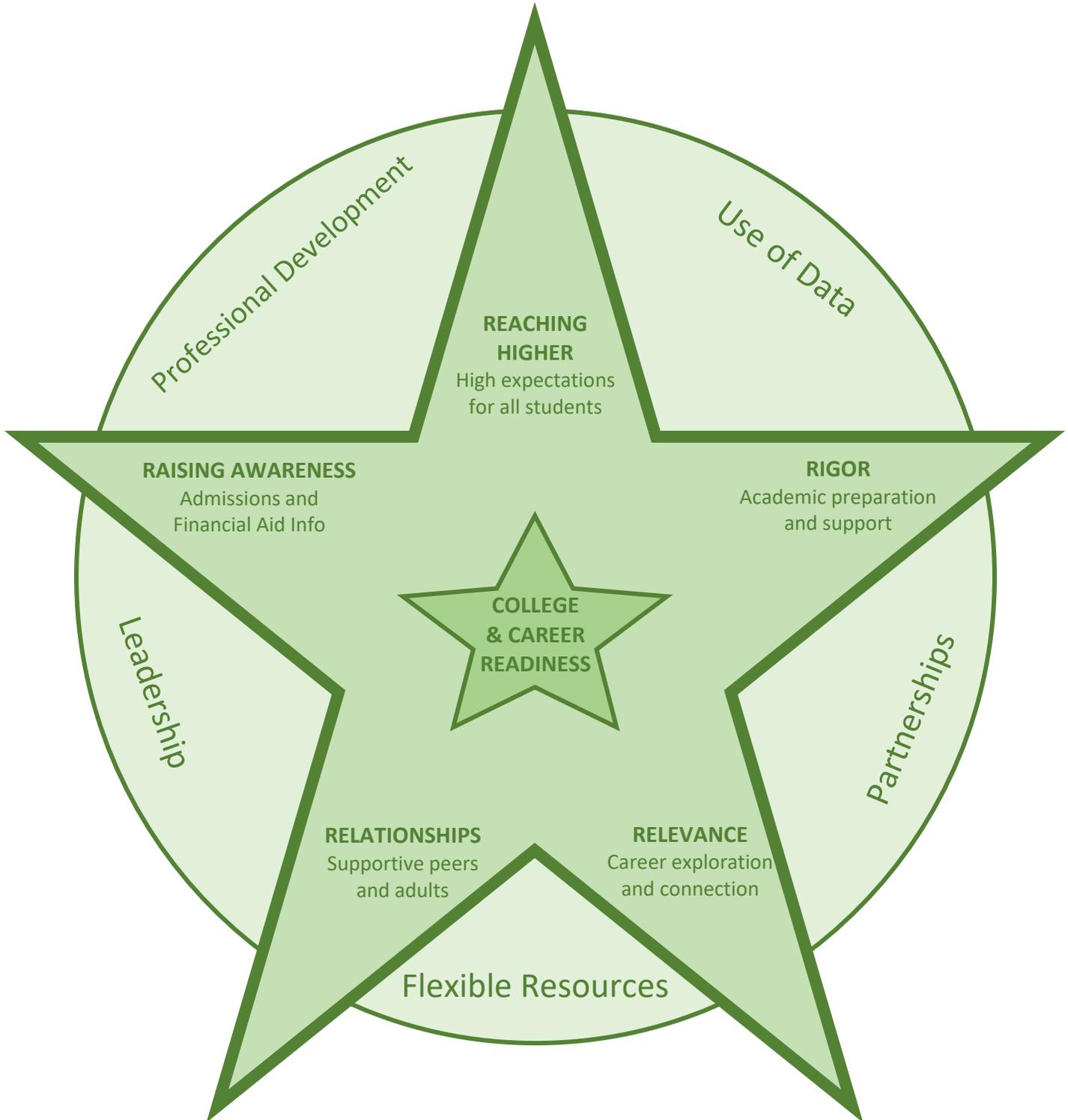
Sha'Ketta Davis, Associate Director of Finance & Contracts  
Gaining Early Awareness and Readiness for Undergraduate Programs  
(GEAR UP)



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# Mississippi Delta GEAR UP Program Concept



# Program Information

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# Mississippi Delta GEAR UP Program Overview

## Program Overview

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a competitive federal program that provides six- and seven-year grants to education/ community partnerships and states to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Delta State University received its first GEAR UP partnership grant in September 2021. The seven -year, \$15 million award provides direct services to over 2,700 students and their families each year through partnerships with 9 high-poverty school districts statewide. The program serves students starting in 6th grade and follows them through their first year of postsecondary education.

## Program Purpose

GEAR UP prepares students to be academically, socially, and financially prepared to enter and complete the postsecondary program or institution of their choice. GEAR UP's four objectives are:

1. Increase academic performance and preparation for postsecondary education.
2. Increase high school graduation and postsecondary participation rates.
3. Increase students' and their families' knowledge of postsecondary options, preparation, and finances.
4. Increase the career readiness of cohort students.

## Benefits to Students and Families

- Students receive support through in class and extended day tutoring and homework assistance, mentoring, and career and college exploration, including postsecondary campus visits.
- School districts provide activities to assist students with college applications and FAFSA completion.
- Schools provide at least three family events per year to increase knowledge of postsecondary options, academic preparation and planning, and financial aid and scholarships.

## What Works Clearinghouse Recommendations

- **Rigorous Coursework:** Offer courses and curricula that prepare students for post-secondary level work and ensure that students understand what constitutes a postsecondary-ready curriculum by 9th grade.
- **Assessments:** Utilize assessment measures throughout high school so that students are aware of how prepared they are for college and assist them in overcoming deficiencies as they are identified.
- **Support:** Surround students with adults and peers who build and support their postsecondary education aspirations.
- **Steps for College:** Engage and assist students in completing critical steps for college entry.
- **Financial Aid Awareness/Family Engagement:** Increase families' financial awareness, and help students apply for financial aid.



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## Financial Calendar



JANUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 01 [New Year's Day](#)
- 02 Invoices & match due to Prog Coord
- 17 [M.L. King Day](#)

JULY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 02 Invoices & match due to Prog Coord
- 04 [Independence Day](#)
- 17-20 NCCEP Annual Conf
- 22 Summer Camp

FEBRUARY						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 02 Invoices & match due to Prog Coord
- 14 [Valentine's Day](#)
- 21 [Presidents Day](#)

AUGUST						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01 Vendor evaluations begin
- 02 First day of school
- 02 Invoices & match due to Prog Coord
- 30 **First day of GEAR UP**

MARCH						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 02 Invoices & match due to Prog Coord
- 04 Data collected from all school districts
- 14-18 Spring Break
- 18 Meeting w/ District Liaisons
- 07 **Signed contracts due to Assoc. Dir. of Finance**
- 15 All contracts signed and fully executed
- 30 All internal staff hired
- 30 Finalize all vendor contracts
- 31 CCRS Advisory Board Established

SEPTEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 02 Invoices & match due to Prog Coord
- 05 [Labor Day](#)
- 15 Renew vendor contracts
- 15 Sept Invoices and match due to Prog Coord
- 30 **Program year 1 ends**



# Mississippi Delta GEAR UP Financial Calendar

APRIL						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 02 Invoices & match due to Prog Coord
- 04 Finalize APR
- 15 [Good Friday](#)
- 15 APR due
- 17 [Easter Sunday](#)
- 30 District workplan and budgets finalized

OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 01 Program year 2 begins
- 02 Invoices & match due to Prog Coord
- 10 [Columbus Day](#)
- 31 [Halloween](#)

MAY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 02 Start planning summer camp
- 02 Invoices & match due to Prog Coord
- 08 Mother's Day
- 20 GU Kickoff per school
- 27 Last day of school
- 30 [Memorial Day](#)

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 02 Invoices & match due to Prog Coord
- 11 [Veterans Day](#)
- 24 [Thanksgiving Day](#)

JUNE						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 02 Invoices & match due to Prog Coord
- 19 [Father's Day](#)

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 02 Invoices & match due to Prog Coord
- 25 [Christmas Day](#)



# Mississippi Delta GEAR UP

## School District Partners

<b>MS Achievement School District HUMPHREYS</b>
<i>OM McNair</i>
<b>MS Achievement School District YAZOO CITY</b>
<i>Bettie Woolfork Middle School</i>
<b>Greenville Public School District</b>
<i>TL Weston Middle School</i>
<i>Coleman Middle School</i>
<b>Greenwood Leflore School District</b>
<i>Greenwood Middle School</i>
<b>Holmes County School District</b>
<i>William-Sullivan Middle School</i>
<i>SV Marshall Middle School</i>
<b>Leland School District</b>
<i>Leland Park Middle School</i>
<b>Western Line School District</b>
<i>O'Bannon Middle School</i>
<i>Riverside Middle School</i>
<b>Hollandale School District</b>
<i>Simmons Middle School</i>
<b>Cleveland School District</b>
<i>Haynes Cooper Center for Math</i>
<i>Cleveland Central High School</i>
<b>North Bolivar School District</b>
<i>IT Montgomery Elementary School</i>
<i>Brooks Elementary School</i>



# Mississippi Delta GEAR UP

## Vendor Partner Contributions

### **Woodward Hinds Foundation** (start working with them in year 2)

- Get2College
- Work with institution for higher learning to lead the HELP grant/curriculum for 11th grade
- Work with institution for higher learning to host FAFSA and financial aid training and professional development- GPRA 3
- Provide instructional content at schools
- Connect students to work skills
- Build relationships with businesses
- Various professional development trainings and workshops for families and educators

### **Institution for Higher Learning (TBD)**

- Txt4Success
- Counseling through text, email, phone, in person, instant message, or social media
- Provide information on college enrollment and financial aid- GPRA 3
- Provide college coaches who focus on college and career readiness- GPRA 2
- Work with Woodward to lead the HELP grant/curriculum for 11th grade
- Provide instructional time at school districts
- Offer professional development to educators
- Provide mentoring, college visits, STEM programming, and tutoring to students

### **Entrepreneurialism** (start working with them in year 3)

- Entrepreneurial programs
- Career plans
- Business plans

### **Village of Wisdom** (start working with them in year 3)

- Professional development for families
- Work with families to build families capacity to navigate and cope with racial bias and build community connections and advocacy skills

### **Foundation for Mid-South**

- Implement and provide oversight for all programming related to MS DELTA GU Partnership

### **Tutor.com**

- Virtual Tutoring Platform

### **Vela Institute**

- Provide external evaluation and consulting



# Mississippi Delta GEAR UP Goals, Objectives, & GPRAs

Objective 1: Increase the academic performance and preparation for postsecondary education for students,		Baseline	Goal
1	The percentage of students completing Algebra 1 by the end of 9th grade will increase by 5% annually in years 3 and 4. <b>(Federal Performance Measure 1)</b>	GY1 <sup>52</sup>	5% annual increase GY3,4
2	Percentage of cohort students completing 2 or more Dual-Enrollment courses by 12th grade will increase by 5% in grant years 4,5,6, and 7 (Project Specific Performance Measure 1)	GY1	5% annual increase GY4-GY7
3	The average daily attendance of cohort students will increase to 95% by GY6 (Required Program measure A)	93.0%	96% increase by GY6
4	The promotion rate of cohort students will maintain the current rate through GY7 (Required Program Measure B)	96.0%	Maintain Through GY7
Objective 2: Increase the rate of high school graduation and enrollment in postsecondary education for schools.		Baseline	Goal
5	The high school graduation rate will increase by 5% annually in GY 6 and 7 <b>(GPRA 2)</b>	79.0%	5% annual increase GY6,7
6	The percentage of cohort students' postsecondary enrollment rate will increase by an average of 5% in grant years 6 and 7 <b>(Federal Performance Measure 4)</b>	57.0%	5% increase GY6,7
7	Percentage of cohort students who persisted into the 2nd year of college at the initial or a subsequent IHE will increase 5% in grant year 7 <b>(Federal Performance Measure 5)</b>	TBD GY1	5% in GY7
8	Teacher postsecondary enrollment expectations of their students will increase by 5% in grant years 2,4, and 6. (Project Specific Performance Measure 3)	TBD GY1	5% annual increase GY2,4,6



## Mississippi Delta GEAR UP Goals, Objectives, & GPRAs

Objective 3: Increase students' and their families' knowledge of postsecondary education options, preparation, and financing.		Baseline	Goal
9	Seniors who complete the FAFSA will increase 5% annually in GY 6 and 7 <b>(Federal Performance Measure 3)</b>	33.0%	5% annual increase GY6,7
10	Students and their families will report increased knowledge and expectations for postsecondary education beyond high school in years 2, 4, and 6 by 5% each survey. (Required Program Measure 4)	TBD GY2	5% increase GY2,4,6
11	The college-going culture of each school will increase by 5% annually (Project Specific Performance Measure 5)	TBD GY1	5% annual increase
Objective 4: Increase the Career Readiness of Cohort students		Baseline	Goal
12	Number of students who take a career interest assessment will increase 10% each year to 95% in GY4 (Project Specific Performance Measure 5)	TBD GY1	Increase to 95% GY4
13	Number of students who complete an individualized career plan with an associated postsecondary pathway will increase 15% each year to a goal of 90% completion in GY7 (Project Specific Performance Measure 7)	TBD GY1	Increase to 90% GY7
14	Number students who participate in an internship, part-time job, apprenticeship, or job shadow by the 12th grade will increase by 60% (Project Specific Performance Measure 8)	TBD GY1	Increase by 60%
15	Number of internship students who receive a supervisor performance review will increase 15% each year to a goal of 95% by GY7 (Project Specific Performance Measure 9)	TBD GY5	Increase to 95% by GY7



Claims Reimbursement Submission Policy

<b>Delta GEAR UP Partnership</b>			
Policies and Procedures			
Title: <b>Claims Reimbursement &amp; Match Submission</b>	Section:	Finance	
Page: 1 of 4	Chapter:	3.0.1	

**PURPOSE**

To establish consistent, effective policies and procedures for the submission, processing and record keeping of audit-ready claim reimbursements and cost sharing/match.

**A. POLICY**

Delta GEAR UP Subcontractors will submit reimbursement requests by the 2<sup>nd</sup> of each month and include appropriate documentation. Only those expenditures related directly to Delta GEAR UP project activities and that are allowable and approved as defined by EDGAR, the Uniform Guidance, and the federal GEAR UP regulations can be reimbursed. **Monthly reimbursements will not be made without the monthly match submission.**

Delta GEAR UP Subcontractors not participating in the reimbursement portion have elected for the Mississippi Delta GEAR UP program to directly purchases expenses for them, upon receipt of required reimbursement documents.

Allowable costs must be:

1. Necessary to implement the program;
2. Pre-approved by the Executive Director of Mississippi Delta GEAR UP;
3. Reasonable, in that a prudent person would determine that the cost is appropriate;
4. Allocable to the objectives of the program; and
5. Compliant with the federal administrative regulations that govern the program.

Do not count as program costs:

- Routine activities of partners that would occur whether or not the MS DELTA GEAR UP coordinating entity existed.

Do count as program costs:

- Staff: district liaison, site coordinator, academic tutor, summer tutors, bus driver, etc.
- Supplies: calculators, laptops/chrome books/other, administrative materials, curriculum, material for career day, material for "game of life"
- Food: food for college visits, after school tutoring
- Travel for students: bus, gas, & for college visits
- Travel for staff: conference, lodging, transportation, travel for cohort meetings, travel for field trips
- Other preapproved expenses



#### Required documentation

- A reimbursement request form for each activity
- An agenda or schedule for the approved activity
- Rosters and/or sign-in sheets indicating participating students and families
- A list of the names of staff participating
- Costs for registration and/or materials used in the activity
- Appropriate purchase orders

## B. PROCEDURE

### 1. Submission of Claims Reimbursements must be given to your Program Coordinator:

- a. Complete the *Invoice Voucher Form and Expenditure Reimbursement Form* and attach ALL required back up documentation for each GEAR UP expense. These forms are designed to be completed electronically, printed and signed (may be signed with electronic signature). A brief narrative is required to detail all expenses charged to Delta GEAR UP.
- b. Monthly claims reimbursement submissions must include the Invoice Voucher Form, Expenditure Reimbursement Form, Time and Effort Excel Sheet, Travel Expense Excel Sheet, agendas, rosters/sign in sheets, invoices, proof of any expenses accrued for GEAR UP students and staff, and supporting documentation (invoices, receipts, etc.).
- c. The reimbursement claim should consist of expenses encumbered within the period of performance for the federal, fiscal grant year.
- d. Funds expended in August of each grant period must be submitted for claims by September 1.
- e. Submit the signed originals within the completed packet, to the Program Coordinator by the 4<sup>th</sup> of each month for the previous month.
- f. **Monthly reimbursements will not be made without the monthly match submission.**

### 2. Additional Information:

- a. Claim reimbursements that EXCEED your approved budget will not be reimbursed.
- b. Monthly claim reimbursements that are incomplete, incorrect or late will delay payment and the processing of future claims submitted.
  - **Incomplete** is defined as: narrative data is missing, Student Services database not complete and updated, amounts not matching the narrative or other concerns as identified by the Director.
  - **Incorrect** is defined as: charges not being accurate, allowable, allocable or reasonable.
- c. Unexpended funds will not carry forward to subsequent budget periods.
- d. All County/District policies will be followed when purchasing or encumbering costs so long as they comply with federal, and state laws as defined by the grant award.
- e. Subcontractors MUST notify Delta GEAR UP no later than sixty (60) days prior to the end of the period of performance if it appears that the total reimbursement funding will be insufficient to accomplish the purposes of their agreement. Following that notification, Delta GEAR UP and the subcontractor will carefully review the current budget status and determine a solution. (Delta State is NOT obligated to increase the budget amounts and the subcontractor is NOT obligated to provide services above and beyond the scope of work written in the subcontract agreement or work plans, if sufficient funding is not available.)

## C. POLICY

Delta GEAR UP Subcontractors will submit match cost sharing documentation by the 2<sup>nd</sup> of each month. Cost sharing is non-federal share of costs that entities or partners contribute to accomplish



projects identified in an annual work plan and budget. Monthly reimbursements will not be made without the monthly match submission.

Allowable matches must be:

2. A non-cash contribution of value provided by an entity or by non-Federal third parties;
3. Calculated as the value of personnel, goods, services, labor, space, vehicles, training, supplies, equipment, and travel, including direct and indirect costs;
4. Approved by the Director of Delta GEAR UP;
5. Allocable to the objectives of the program; and
6. Compliant with the federal administrative regulations that govern the program.

Do not count as match:

- Routine activities of partners that would occur whether or not the MS DELTA GEAR UP coordinating entity existed.

Do count as match:

- Space
- Volunteers
- Additional time and efforts made by paid staff BEYOND normal work hours
- Activities, personnel, goods, services, labor, space, vehicles, training, supplies, equipment, and travel, including direct and indirect costs that support the existence and work of the MS DELTA GEAR UP coordinating entity as well as development and implementation of the MS DELTA GEAR UP's management plan and annual work plan that could not take place without MS DELTA GEAR UP funds.

How to count match:

- Determine the amount and length of time for the services, goods, etc. and calculate the match amount.
- Rates for volunteer services shall be consistent with those paid for similar work performed by MS DELTA GEAR UP staff. If no comparison is possible, rates shall be consistent with those paid for similar work in the labor market in which the recipient competes for the type of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation. You can seek out information on wage rates through [www.bls.gov](http://www.bls.gov) or by consulting other non-profits in your region.
- Volunteer services shall be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees' time and attendance records.

## D. PROCEDURE

### 1. Submission of Cost Sharing/Match must be given to your Program Coordinator:

- a. Complete the *Cost Sharing/Match for Goods and Services Excel Sheet*, *Cost Sharing/Match for Staff*, and *Monthly Match Summary Excel Sheet* and attach ALL required back up documentation for each GEAR UP expense. These forms are designed to be completed electronically, printed and signed (may be signed with electronic signature). A brief narrative is required to detail all expenses charged to Delta GEAR UP.
- b. Monthly cost sharing/match submissions must include the Cost Sharing/Match for Goods and Services Excel Sheet, Cost Sharing/Match for Staff, Monthly Match Summary Excel Sheet, and supporting documentation (invoices, receipts, etc.).
- c. The reimbursement claim should consist of expenses encumbered within the period of performance for the federal, fiscal grant year.
- d. Funds expended in August of each grant period must be submitted for claims by September 1.



- e. Submit the signed originals within the completed packet, to the GEAR UP Finance team via Performance Insights, by the 1<sup>st</sup> of each month for the previous month.

## 2. Additional Information:

- a. Claim reimbursements that **EXCEED** your approved budget will not be reimbursed
- b. Monthly claim reimbursements that are incomplete, incorrect or late will delay payment and the processing of future claims submitted.
  - **Incomplete** is defined as: narrative data is missing, Student Services database not complete and updated, amounts not matching the narrative or other concerns as identified by the Director.
  - **Incorrect** is defined as: charges not being accurate, allowable, allocable or reasonable.
- c. Unexpended funds will not carry forward to subsequent budget periods.
- d. All County/District policies will be followed when purchasing or encumbering costs so long as they comply with federal, and state laws as defined by the grant award.
- e. Subcontractors **MUST** notify Delta GEAR UP no later than sixty (60) days prior to the end of the period of performance if it appears that the total reimbursement funding will be insufficient to accomplish the purposes of their agreement. Following that notification, Delta GEAR UP and the subcontractor will carefully review the current budget status and determine a solution. (Delta State is **NOT** obligated to increase the budget amounts and the subcontractor is **NOT** obligated to provide services above and beyond the scope of work written in the subcontract agreement or work plans, if sufficient funding is not available.)

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Each amount submitted for reimbursement should have an invoice detailing what was purchased, and proof of payment attached. Below are the 3 required forms to be submitted with your reimbursement packet. The forms are also available on our website <https://www.deltastate.edu/cced/gear-up/>

1. The invoice voucher form is a coversheet that summarizes expenses.
2. The expenditure report is a document that details all expenses.
3. The time and effort sheet is standard. You can submit your own timesheet if you desire but please ensure that it tracks both GEAR UP and non-GEAR UP hours worked.

In addition, I need:

1. Proof of items paid for (either A or B)
  - a. "Payment Packet" that is typically submitted to the district, which includes checks, invoices, receipts, time sheets, quotes, etc. OR
  - b. Invoice and time sheets
2. Finance report (either A or B)
  - a. PO/AP report by expense account; be sure to check the boxes PRINT PO EXPENSE and PRINT INVOICE INFO OR
  - b. Checks paid invoice coversheet
  - c. If your accounting system does not generate either of these reports, contact me directly.
3. Agendas and sign-in sheets, if food was served at meetings, sessions, etc.
4. Agendas, sign-in sheets, receipts for registration, receipts for gas, time sheets for staff/drivers/etc. for field trips taken



# Mississippi Delta GEAR UP Reimbursement Internal Processing Policy

## MS Delta GEAR UP Partnership



### Policies and Procedures

Title: **Reimbursement: Internal Processing**

Section: Finance

Page: 1 of 2

Chapter: 3.0.2

Revision Date: 2/25/22

### **PURPOSE**

To establish consistent, effective policies and procedures for the processing and record-keeping of claim reimbursements.

### **A. POLICY**

MS Delta GEAR UP staff will process claim reimbursements efficiently and accurately following all Federal and State regulations.

### **B. PROCEDURES**

1. Upon receipt of the reimbursement packet, the Program Coordinator will confirm that appropriate documentation is submitted, including:
  - a. Monthly claims reimbursement submissions must include the Invoice Voucher Form, Expenditure Reimbursement Form, Time and Effort Excel Sheet, Travel Expense Excel Sheet, agendas, rosters/sign in sheets, invoices, proof of any expenses accrued for GEAR UP students and staff, and supporting documentation (invoices, receipts, etc.).
  - b. Monthly cost sharing/match submissions must include the Cost Sharing/Match for Goods and Services Excel Sheet, Cost Sharing/Match for Staff, Monthly Match Summary Excel Sheet, and supporting documentation (invoices, receipts, etc.).
2. The Program Coordinator will review the approved work plans and database to ensure that submitted activities/supplies have been pre-approved and entered into the system. Upon completion, the Program Coordinator will initial and date the *Invoice Form* then forward the packet to the Associate Director for Finance and Contracts.
3. The Associate Director for Finance and Contracts will ensure the claim reimbursement packet is complete including any missing documentation or clarifications. The Associate Director for Finance and Contracts will prepare a procurement form or Delta State University purchase requisition to submit to the MS Delta GEAR UP Executive Director. The MS Delta GEAR UP Executive Director will review, give final approval, initial and date the *Invoice Form*. The Executive Director will then give the documents back to the Associate Director for Finance and Contracts, who will receive the signature from the Business Department Chair, then send to the packet Delta State Grants Accountant.
4. The Grants Accountant will approve the claims reimbursement, forward the procurement form or purchase requisition and packet to the Grant Accounting office, and the date and initial the *Invoice Form*. This form will need all necessary signatures and supporting documentation before the processing the information in Banner.
5. After reviewing the reimbursement request for accuracy, grant accounting will sign the purchase requisition requesting payment and forward it to Accounts Payable and submit the *Invoice Form* back to the Associate Director for Finance and Contracts.



## Mississippi Delta GEAR UP Reimbursement Internal Processing Policy

6. The Associate Director for Finance and Contracts will confirm that the check has been posted in Banner. The Associate Director for Finance and Contracts will generate a monthly report and forward it to the District Finance Officer, Site Coordinator, Liaison, and the MS Delta GEAR UP Staff. The Associate Director for Finance and Contracts will file the packet and *Invoice Form* by month for each county.

# Expenditures & Reimbursements

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# Mississippi Delta GEAR UP

## Expenditure Guidance for Remote Learning Conditions

### Family Event Food and Incentives

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It is allowable to provide food or incentives for virtual family events as follows:

- All guidance related to food and incentives must be followed.
- One \$25 raffle (or multiple prized not to exceed \$25 total) may be awarded for attendance.
- You may provide each attendee with a food voucher or restaurant gift card, not to exceed \$12 per confirmed attendee.
- You may do a single food gift card per family, for example \$36 for three attendees.
- You must have detailed receipts for the gift cards, the same as for any other expenditure.
- You must have attendance documented and verified, for example, a Zoom log, or Google Classroom record.
- You must have food for family events as a line item in your work plan and budget. If you don't, you will need to submit a work plan revision form request before incurring the expenses.
- GEAR UP will not pay for food delivery costs charged by a vendor to distribute meals to families for these events. You may:
  - GEAR UP staff may deliver food to families as this will provide for family/student contact opportunities.
  - If allowed by the school, GEAR UP may provide a drive-through pick up option on the school campus (or another site).
- GEAR UP will not pay for food for GEAR UP or other school district staff for virtual events.
- Food is allowable only for those attendees that can be confirmed and documented and entered in the portal.
- Food is allowable only for the GEAR UP student and their adult family member(s) who actually attend the event. Food may not be purchased for any other family members.
- Reminder: the normal meal limit for events is \$12 per person. If the actual meal is less than \$12, the actual cost is the maximum that will be reimbursed.

### GEAR UP Policy for Student/Family Hotspots/Wi-Fi Access (*with prior approval*)

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- Hotspots can be provided to families who do not have the means to purchase on their own, *with prior approval*.
- School district must have ownership/pay the bills for hotspots.
- District cannot purchase a long-term contract for the hotspots – they must be month to month and only for the period that remote learning is required.
- GEAR UP will reimburse for as long as remote learning is in place only. As with any other expenditure, an invoice must be provided and submitted through the regular reimbursement process.
- A “check-out” process must be in place to distribute and collect any hardware/device required. We recommend collecting signatures as well.
- Before purchasing a hotspot, you must ensure that there is internet access available.
- You must have “Student Technology” as a line item in your work plan and budget. If you don't, you will need to submit a work plan revision form request before incurring the expenses.



# Mississippi Delta GEAR UP Expenditure Guidance for Remote Learning Conditions

## **GEAR UP Procedure for Staff Hotspots/Wi-Fi Access *(with prior approval)***

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- The district must have in place policy or procedure that allows for this expense. That is, if the district isn't paying for any staff internet access, then GEAR UP cannot pay for it either.
- If the district has a practice in place to allow for internet or hotspot reimbursement or payment the following applies:
  - GEAR UP will only pay for GEAR UP staff members who require internet access to implement activities in the work plan.
  - The staff member must be in a remote working setting and not able to work in the building due to COVID or inclement weather restrictions.
  - School district must have ownership and pay the bill for the hotspot. OR
  - School district must have a reimbursement process in place to reimburse the staff member for the expenditure.
  - GEAR UP will reimburse for as long as the remote learning is in place only. The contract must be month to month and only for the period that remote work is required.
  - Before purchasing a hotspot, you must ensure that there is internet access available.
- You may request an exception to this procedure if you are a GEAR UP staff member and conducting regular home visits as part of your work plan.
- You must have "Student Technology" as a line item in your work plan and budget. If you don't, you will need to submit a work plan revision form request before incurring the expenses.

## **Personal Protective Equipment (PPE) *(with prior approval)***

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- GEAR UP will not fund the purchase of PPE, even if the district is requiring students/staff to use items such as masks.
- The purchase of PPE is the responsibility of the school district.



# Mississippi Delta GEAR UP

## Understanding GEAR UP Funding Guidelines

### Introduction

The federal government provides billions of dollars in grants to over 30,000 organizations annually. This investment of taxpayer dollars means that the federal government must set up strong controls over grant projects to ensure the proper use of public funds. In addition to understanding federal requirements, you are expected to follow the policies of the fiscal agent of the grant—The College and Career Readiness and Success Council (CCRS Council). The Council has additional policies it must follow to comply with state and federal law. It is important to rely on GEAR UP staff when the federal regulations aren't clear on an issue. You also must follow GEAR UP reporting guidelines and budget categories.

### Legislation and Program Regulations

GEAR UP is subject to a number of regulatory sources. The following list provides a brief description of each of the major policy sources. More information can be found here:

<http://www2.ed.gov/programs/gearup/legislation.html>

### Uniform Guidance (2CFR200)

The Uniform Guidance (2CFR200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. More information can be found here: <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

### MAAPP Manual

MAAPP Manual is the Mississippi Accountability System For Government Information And Collaboration the Statewide Automated Accounting System (MAGIC), Statewide Payroll and Human Resource System (SPAHRs), and other state accounting issues. Documented in this manual are fiscal policies, accounting principles, controls, operating procedures and reporting requirements. The Department of Finance and Administration Office of Fiscal Management is responsible for maintaining the manual. The policies and procedures in this manual are the minimum requirements that state agencies must meet. More information can be found here: [DFA :: MAAPP Manual \(ms.gov\)](#)



# Mississippi Delta GEAR UP

## Understanding GEAR UP Funding Guidelines

### Supplement but not Supplant

GEAR UP regulations require that GEAR UP funds supplement but not supplant. GEAR UP funds are intended to build the capacity of school districts to create a college going culture. Therefore, GEAR UP funding may be used to enhance what is already in place or to create new activities (supplement). GEAR UP funds cannot be used to replace other federal, state or local funding (supplant). Below are some examples:

- For the last five years, your school has paid for a career exploration software license. This year, the school needs new PE equipment so you have been asked to pay for the software license with GEAR UP funds to free up funding for PE equipment. This **is supplanting** and is not allowed.
- For the last several years, your school has annually purchased \$500.00 worth of new library books. This year you have been asked to use GEAR UP funds to pay for the books. This **is supplanting** and is not allowed.
- Annually, your school purchases all materials required for instruction in core content courses, including textbooks and a software package. This year, the science teacher has requested that GEAR UP purchase additional equipment to enhance learning and increase the rigor of the coursework. The school does not have funds available for this purchase. This is **not supplanting** and is allowed because without GEAR UP funding, your school would not be able to make this purchase.

### Mississippi Delta GEAR UP Model

GEAR UP funds may be used to pay for activities that support the Mississippi Delta GEAR UP goals and objectives, as outlined in the GPRAs, Grant, and the Mississippi Delta GEAR UP Career and College Readiness Benchmarks. GEAR UP funds may be used to support GEAR UP eligible students only. **No funds** may be used for non-GEAR UP eligible students to participate.

To help you decide if costs are allowable or not, ask these questions:

Is the expense

- Allowable and necessary to implement the program.
- Reasonable.
- Allocable to program objectives.
- Compliant with the program's federal administrative regulations.

**When planning activities and expenditures, schools must follow the guidelines listed below:**

#### **For Cohort Model Schools**

Funds may be used to support activities for all students in the Classes of 2027 and 2028. If you opt to include additional students in any GEAR UP sponsored activities, costs must be covered proportionately from other funds. If there are no additional costs incurred for non-GEAR UP students to participate, GEAR UP may pay for the full cost of the activity.

Examples:

#### Field Trips:

- Option 1: You opt to take only GEAR UP eligible students on the trip and pay the full cost of the trip with GEAR UP funds.
- Option 2: You opt to take both GEAR UP eligible students and other students. There are additional costs associated with taking non-GEAR UP students, such as meals and an entrance fee. In this case, costs are proportionately covered by GEAR UP and other funds.



# Mississippi Delta GEAR UP

## Understanding GEAR UP Funding Guidelines

- Option 3: You opt to take both GEAR UP eligible students and other students. There are no additional costs associated with taking non-GEAR UP students. In this case, GEAR UP may pay the full cost of the trip.

Classroom Materials: You may purchase classroom materials with GEAR UP funds proportionate to the number of eligible GEAR UP students in the class.

Pre-College Assessments: GEAR UP eligible students are eligible for waivers of test fees, so in most cases GEAR UP eligible students may take these assessments at no cost (*with prior approval*).

### **New Students**

New, eligible students may be added at any time throughout the grant period. Once a student is deemed eligible, they remain eligible for the remainder of the grant period.

### **Property of GEAR UP**

All supplies, materials and equipment purchased with GEAR UP funds are the property of the Mississippi Delta GEAR UP program, and should be tagged and labeled accordingly. They must be used exclusively to serve eligible GEAR UP students and remain with the program through the end of the grant.



## Mississippi Delta GEAR UP Common GEAR UP Costs

The following list may help you determine whether your program expenses are allowable or not. It includes costs that are commonly incurred in GEAR UP, or are the subject of frequent questions or discussions about their permissibility.

### **Advertising and Public Relations Costs: *generally unallowable***

The Office of Management and Budgets (OMB) cost principles define advertising costs as the expenses associated with the costs of advertising media (magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer communication) and associated administrative costs.

The term public relations is defined as activities dedicated to maintaining the image of the institution/governmental agency or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public. This is an unallowable expense.

**Upon request, Delta State University (DSU) will provide all districts with flyer templates for all events. District-specific event advertising is done at the district level. Overall GEAR UP advertising is done by DSU. All advertising material must contain the phrase "This is funded by the U.S. Department of Education".**

### **For GEAR UP Partners, reasonable advertising costs are allowable when:**

- (1) Recruiting and advertising for vacant GEAR UP staff positions in a manner that is acceptable and standard for the hiring entity.
- (2) You are communicating with the public and to promote specific activities or accomplishments of the program and are part of your approved work plan (these costs are considered necessary as part of the outreach effort for the sponsored agreement).
- (3) You are conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern.

### **Advisory Councils: *allowable***

Costs incurred by advisory councils or committees are allowable as a direct cost when authorized by the awarding agency or as an indirect cost where allocable to the GEAR UP award. **Mississippi Delta GEAR UP does not allow food expenditures for Advisory Councils. Other costs must be pre-approved.**

### **Alcoholic Beverages: *unallowable***

### **Commencement and Convocation Costs: *unallowable***

For education institutions, costs associated with commencement and convocations are disallowed, but costs associated with GEAR UP activities that take place during commencement events may be allowable under student activity costs if approved as part of your grant agreement.

### **Compensation (Salaries, Wages and Fringe Benefits): *allowable--STIPEND***



## Mississippi Delta GEAR UP

### Common GEAR UP Costs

Personnel costs such as salaries, wages and fringe benefits are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements. Fringe benefits costs should be in line with institutional policies regarding: annual leave, sick leave, military leave, and employer contributions or expenses for social security, employee insurance, workmen's compensation insurance, and tuition or remission of tuition for individual employees.

**Consultants and Contracts:** *allowable (All consultants and contracts have been secured by DSU)* EDGAR states that costs associated with consultants are allowable if there is a need in the project for the services and the grantee cannot meet that need by using an employee rather than a consultant. Such services must be pre-approved by the Executive Director of Mississippi Delta GEAR UP.

**Providing Donations and Contributions:** *unallowable*

Contributions or donations (including cash, property, and services) are unallowable costs.

This should be distinguished from the match. GEAR UP may receive donations, contributions or services under the GEAR UP match guidelines but may not make contributions or donations.

**Entertainment Costs:** *unallowable*

Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such activities (such as tickets to shows or sports events, recreational activities such as swimming, meals, lodging, rentals, transportation and gratuities) are unallowable.

Be sure to distinguish these unallowable expenses from similarly worded and allowable student activities, meetings and conferences that are approved as part of your grant agreement.

**Equipment:** *allowable, with prior approval*

**Note:** *Mississippi Delta GEAR UP does not allow furniture purchases. Schools are expected to provide program staff with necessary furniture.*

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and for GEAR UP accounting purposes, has a per-unit cost equal to or greater than \$5,000.

The title (documented ownership) of the equipment vests in the grantee and may be used for other projects as long as that use does not interfere with the terms of the grant award.

**Fines and Penalties:** *unallowable, with exceptions*

Costs resulting from violations or failure of the fiscal agent to comply with, federal, state, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance of such payments. Late fees, including late fees for registrations, and interest charges on credit cards are unallowable. Student fines are also unallowable.

**Fund Raising:** *unallowable*

Costs of organized fund raising are not allowed.



## Mississippi Delta GEAR UP Common GEAR UP Costs

### **Goods or Services for Personal Use: *unallowable***

Costs of goods or services for personal use of the governmental unit's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.

### **Lobbying: *generally unallowable, with exceptions***

Federal funds cannot be used to:

- Influence the outcome of referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity.
- Support a political party, campaign, political action committee.
- Influence the introduction, enactment or modification of state or federal legislation through direct or grassroots lobbying.

However there are a few exceptions, including:

- Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement.
- Efforts to influence state legislation in order to directly reduce the cost, or to avoid material impairment of the institution's authority to perform the grant, contract, or other agreement.
- Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

### **Memberships, Subscriptions and Professional Activity Costs: *allowable, with exceptions***

Costs associated with memberships in business, technical, and professional organizations are allowable. In addition, subscriptions to business, professional, and technical periodicals are allowable.

Please note that the circulars make the following exceptions:

- State entities can use federal funds for membership in civic, community, and social organizations which are allowable as a direct cost with the approval of the USDOE.
- State entities cannot use federal funds for membership in organizations substantially engaged in lobbying.

### **Meetings and Conferences: *allowable***

Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware of restrictions pertaining to entertainment costs.

### **Publications and Printing: *allowable***

Publication costs—including the costs of printing, distribution, promotion, mailing, and general handling—are allowable federal costs if they are allocable to project objectives. If not, any publications or printing should be paid for by institutional or indirect funds.

### **Rental Cost of Buildings and Equipment: *allowable***



# Mississippi Delta GEAR UP

## Common GEAR UP Costs

With stipulations, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: (1) rental costs of comparable property, if any; (2) market conditions in the area; (3) alternatives available; and, (4) the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.

### **Severance Pay: allowable**

Costs of severance pay, for personnel whose services have been terminated are allowable only to the extent that such payments are required by law, by employer-employee agreement, by established policy that constitutes in effect an implied agreement on the institution's part, or by circumstances of the particular employment.

### **Student Activity Costs: generally unallowable, with exceptions**

Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the grant agreement.

### **Supplies: allowable**

Costs incurred for supplies to carry out the grant are allowable. Supplies have a per-unit cost of less than \$5,000.

### **Travel Costs: allowable**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Travel outside of the United States requires prior approval.

**Note: Travel costs also may be incurred in relation to local events for students, parents or professionals participating in programs authorized by the GEAR UP statute. Please see the Mississippi Delta GEAR UP Travel Guidelines for additional guidance.**

**NOTE:** Just because a cost is interpreted as being allowable under the OMB cost principles, it is not guaranteed that you will be able to make that expenditure. The Mississippi Delta GEAR UP Leadership Council is the primary entity that determines if an allowable cost is acceptable. This may happen when, for example, a cost identified as allowable under the circular may be disallowed in program regulations or statute, or fail to pass the USDOE's judgment that it is justified, allowable, or reasonable.

# Mississippi Delta GEAR UP Program Specific Allowable Costs and Guidelines



Description	Amount	Purpose
<b>Drawing Item:</b> Grocery store gift card <b>OR</b> gas gift card <b>OR</b> restaurant gift card <b>OR</b> food gift basket	One item per meeting - valued up to \$20	Attendance incentive for parent/family meetings <b>NOTE: Gift cards cannot be purchased for students and the prize drawing is for the parent and no other purpose</b>
Clothing items with GEAR UP on them or college message. Any printing and/or setup charges must be included	Up to \$20 each	Students to wear on field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork and safety on field trips
Pens and pencils	Up to \$1 each	Student incentive
Magnets or key chains	Up to \$2 each	Student incentive
Stickers	Up to \$0.50 each	Student incentive
Backpacks	Up to \$20 each	Incentive for academic achievement, attendance or service
Coffee mugs, cups or water bottles	Up to \$5 each	Appreciation tokens for volunteers, water bottles may be purchased for students
Hats, scarves, bags and pennants with GEAR UP on them or college message	Up to \$10 each	Student incentive
Career or educational books	Up to \$20 each	Student incentive
Educational CDs	Up to \$20 each	Student incentive
Educational DVDs	Up to \$20 each	Student incentive
Decorations for events (flowers, balloons, e.g.)	Up to \$25 per event	For GEAR UP family events only
Educational games	Up to \$20 each	Student incentive
Flash drives	Up to \$10 each	Student incentive

**NOTES:**

1. The above cost limits are before tax, and/or shipping and handling, which will be reimbursed in addition to these limits.
2. Anticipated expenditures must be in the school's approved work plan and budget.
3. **The incentive budget shall be no more than 1% of contractor's total annual budget and must be pre-approved.**
4. iTunes or similar items are considered entertainment and are not an allowable expenditure.
5. Gift cards are not an allowable expense for volunteers or students.
6. Clothing items may not be purchased for staff or parents.
7. Items for staff are not an allowable expenditure. Thank you cards or certificates for staff appreciation are allowable.



# Mississippi Delta GEAR UP Program Specific Allowable Costs and Guidelines

Food and beverages may be offered in conjunction with GEAR UP structured activities where the participants are receiving GEAR UP information, per the following guidelines. Anticipated expenditures must be in the school's approved work plan and budget.

<b>Meal, Beverage and Snack Allowances</b>		
<b>Purpose</b>	<b>Description</b>	<b>Amount</b>
Family or parent night event	Refreshments or meals.	Up to \$5/attendee for refreshments or up to \$15/attendee for meal. If you are doing a combined event with non-GEAR UP families, you must share the cost in proportion to actual attendance.
Meals for field trips and college visits	Meals. We recommend that one meal per day be provided through school food service to reduce costs.  Note: If cash is given to students/chaperones, then they must sign the Student Meal Allowance Form.	Up to \$15 per student per meal. Meals provided by a college campus food service program will be reimbursed at full cost.  Reimbursement is based on actual attendance. Staff/chaperone meals: Either the student meal allowance or the district per diem is allowable, not to exceed the state per diem.
Snacks for field trips, college visits and testing	Healthy, nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels or muffins).	Up to \$3 per day per student.
Celebratory events or activity for students	Up to 1 event per quarter for student recognition for special achievement (GPA, attendance, or GEAR UP benchmark, etc.).	Up to \$1 per student per event.
Student Participation Incentive	A small treat/candy to encourage participation such as returning a survey.	Up to \$1 each per student per activity. Exceptions may be made for special events, such as a pizza party for a GEAR UP Week competition. Permission is required.
Advisory meetings	Not allowable	<b>NEW: Effective 3/31/22: Expenses for this activity are not allowable.</b>
College and career fairs (on school campus)	Meals or light refreshments for <b>full day events, for presenters only.</b>	Up to \$8 per presenter (may not provide food for students or staff) and only if the career fair extends over the lunch hour. OR Up to \$3 per presenter for light refreshments if the event is at least 4 hours.



# Mississippi Delta GEAR UP Program Specific Allowable Costs and Guidelines

Food and Meals Not Allowable		
School staff meetings or professional development	Not allowable.	Meals for staff events are not an allowable expenditure.
Staff meals	Not allowable for on school campus during the school day.	Allowable for field trips up to per diem per school policy.
Before and after school snacks	Not allowable.	Use the USDA Food and Nutrition Service <a href="https://www.fns.usda.gov/cn">https://www.fns.usda.gov/cn</a>
Student meals or snacks while on school campus, during the school day.	Not allowable unless prior permission is given. Contact Dr. Nakisha Watts, <a href="mailto:nwatts@deltastate.edu">nwatts@deltastate.edu</a>	Limited exceptions may be made for student events that limit access to regular mealtime. Prior permission is required. <b>In general, food or snacks will not be approved for lunch time activities.</b>

**NOTES:**

1. Events must be listed on the approved work plan PRIOR to purchases and reimbursements being made.
2. The Expenditure Reimbursement Form MUST INCLUDE the total number of participants for any event when food is provided. Must include: # GEAR UP students, # non-GU students, # family members, # staff.
3. Expenses that do not adhere to the above rules will not be reimbursed. Please do not ask for an exception.
4. If you are sharing expenses of an event with another program, you must document this on the Expenditure Reimbursement Form and ensure that the distribution of charges is clearly detailed.
5. Perishable leftover food from events should be sent home with GEAR UP families and students whenever possible. In the event of excess, it can be distributed to GEAR UP students at school the following day. If neither of these are possible, it can be donated to a local homeless shelter. Non-perishable food should be kept for another GEAR UP event.



## Mississippi Delta GEAR UP Program Specific Allowable Costs and Guidelines

GEAR UP allows expenses related to dual credit options, credit recovery, student camps and placement tests. When using GEAR UP funds to pay these expenses, priority should be given to low-income students who do not have the family resources to pay for them. It is allowable to pay these expenses for other students if you have confirmed that family resources are not available. Use the following guidelines when planning for these expenses. **Anticipated expenditures must be in the school's approved work plan and budget.**

<b>Miscellaneous Expenses</b>		
<b>Purpose</b>	<b>Description</b>	<b>Amount</b>
Academic coursework	Online classes for credit retrieval or enrichment, or College in the High School	Tuition is allowable for College in the High School, credit retrieval, and on-line classes offered on the school campus.
Summer college campus experience	Individual student camps on a college campus	See GEAR UP endorsed camp options, available from Dr. Darron Edwards, <a href="mailto:dledwards@fndmidsouth.org">dledwards@fndmidsouth.org</a>
Placement tests (PSAT, Aspire, ACT, SAT, ACCUPLACER)	Pre-college and college placement tests, including re-takes	Published amount when no waiver is available. FRPL students are eligible for waivers for most tests.
School supplies for students who do not have resources available.	Binders, folders, paper, highlighters, markers, calculators, planners or calendars, pens, pencils, and other school supplies.	Up to \$20 per student per year

Guest speakers and professional development content must focus on college/career planning and preparation and may be motivational. It is strongly recommended that you obtain permission from the Mississippi Delta GEAR UP Executive Director before booking a speaker. **Anticipated expenditures must be in the school's approved work plan and budget.**

<b>Guest Speakers</b>		
<b>Purpose</b>	<b>Description</b>	<b>Amount</b>
Guest Speakers: For a GEAR UP endorsed guest speaker list, contact <a href="mailto:tkeeler@deltastate.edu">tkeeler@deltastate.edu</a>	College/career planning and preparation or motivational	Up to \$1,000, one per year.
Focus Training, <a href="http://www.focustraining.com/">http://www.focustraining.com/</a>	College knowledge workshops on your campus.	Up to full fee for GEAR UP students.
Professional Development (on school campus)	Provided to school staff in support of achieving GEAR UP goals.	Reasonable fees for the service provided are allowable and are not limited to the \$1000 for guest speakers. Staff pay for participation is generally not an allowable expense. Substitutes are allowable.



# Mississippi Delta GEAR UP Program Invoice Voucher & Expenditure Reimbursement Form Step-by-Step Process

**NOTE: For your district to be reimbursed for expenditures, you must submit these three items each month: Invoice Voucher, the Expenditure Reimbursement Form, and the necessary backup documentation.**

If you have any questions or would like assistance, contact Sha’Ketta Davis at [sdavis@deltastate.edu](mailto:sdavis@deltastate.edu), or 662-846-4302.

## STEP 1 – COMPLETING THE EXPENDITURE REIMBURSEMENT FORM:

### PERSONNEL (SALARIES AND WAGES SECTION OF THE EXPENDITURE REIMBURSEMENT FORM):

1. Print the month’s Payroll Expense Report for the staff that your district paid for that month with GEAR UP funds.
2. In the “*Personnel, Salaries, and Wages*” section– *Name of Staff Person*” column, type the names of the paid staff – list each staff member’s name on a separate line.
3. In the “*Staff Position Title and Reason for Staff Pay*” column, enter the reason you paid for that staff member with GEAR UP funds.
  - a. **Regular GEAR UP staff, including tutors:** Type in the space provided the person’s GEAR UP title.
  - b. **Substitutes:** Type in the space provided who they subbed for, what day(s) they subbed, and what event occurred that required it.
  - c. **Other:** Type in the space provided what the staff member did, what event occurred that required their work, and what day(s) they worked for GEAR UP.
4. Please make sure to submit time sheets using the Time and Effort Form.

### ALL OTHER EXPENSES (STAFF TRAVEL, STUDENT TRAVEL, SUPPLIES, AND OTHER):

1. Print the month’s Transaction Recap Report that shows all of the GEAR UP expenses your district paid for that month.
2. Gather all the invoices and detailed receipts that appear on that month’s transaction recap report.
  - a. Gather any additional backup you may need (e.g., staff travel forms, transportation logs, student field trip meal allowance forms, etc.).
3. Make one copy of the invoice or receipt and any other additional required backup. Your school district should keep the originals.
4. Organize the invoices and backup according to the section they belong in on the Expenditure Reimbursement Form (Staff Travel, Student Travel, Supplies, and Other). Paper clip the documents together. **DO NOT USE STAPLES.** Then fill out the detail in the space provided:
  - a. **“Vendor Name – Who Was Paid?”:** Type the name that appears on the invoice or receipt. This individual is who the school district paid.



# Mississippi Delta GEAR UP Program Invoice Voucher & Expenditure Reimbursement Form Step-by-Step Process

- b. **“Describe Expenditure”**: Describe or detail the GEAR UP purchase. What was it for? Who was it for?
    - i. **Food**: What event/activity was food purchased? How many GEAR UP students or family members was food purchased? If multiple funding sources paid for food, then it should be documented on the receipt and Expenditure Reimbursement Form. An example of this would be if you included non-GEAR UP students and families.
  - c. **Name of Activity in Work Plan**: Enter the “Activity Name” exactly how you named it in the work plan/budget document. This name should also match the Activity Name on the form for the activity associated with this expenditure, if applicable.
  - d. **Assigned Document # – IMPORTANT**: You need to MANUALLY write a number on each invoice or receipt and its backup (do not duplicate numbers). Take the number you assigned to the invoice/receipt, and in the “Assigned Document #” column, type in the number you gave to it. These should be consecutive numbers, starting with number one at the top. It is easiest to fill out the Expenditure Detail Form first. Number each item listed consecutively, then number the corresponding backup document with the number listed by that item.
  - e. **Receipt Amount**: Type in the space provided the amount that appears on the invoice or receipt.
    - i. **If you are asking GEAR UP to pay a different amount than what is shown**: Type in the amount that GEAR UP is supposed to pay (GEAR UP can pay less but cannot pay more than the amount shown on any invoice or receipt). Explain why either in the *Describe Expenditure* column or by including additional documentation.
- **Direct Costs**: This line on the Expenditure Detail Form automatically adds up all the category subtotals.
  - **Total Reimbursement Requested**: This line calculates your direct and indirect totals.

## STEP 2 – COMPLETING THE INVOICE VOUCHER:

1. Open the Invoice Voucher template.
2. **“Date”** column: This is the last day of the transaction recap report period.
3. **“Description”** column: There are several categories already typed in. These categories match the categories on the Expenditure Reimbursement Form – DO NOT change these and do not add your own.
4. **“Amount”** column: Type the corresponding subtotal amounts from the Expenditure Reimbursement Form.
5. **“For Agency Use”** column: Do not type or write in this column.
6. **“Subtotal”** column: Calculate the sum of the *Amount* column and enter it here.
7. **“Indirect Costs”** (%) column: If your district is claiming indirect, type in the amount that the Expenditure Detail Form shows your district is owed for indirect for that month. If your district is not claiming indirect, leave blank.
8. **“Total”** column: Calculate the sum of the *Amount* column and add the *Indirect Costs* (if applicable) and enter it here. This figure is the amount your district is claiming for



# Mississippi Delta GEAR UP Program Invoice Voucher & Expenditure Reimbursement Form Step-by-Step Process

reimbursement. Make sure this amount matches the total on the Expenditure Reimbursement Form. If the Expenditure Reimbursement Form and the Invoice Voucher have different amounts, check for data entry or calculation errors.

9. Fill in the other sections of the Invoice Voucher, including prepared by, telephone number, date, vendor, and agency.

10. Print out the Invoice Voucher. Fill in your title, sign and date it.

**Note: The completed package should only include the following:**

1. Invoice Voucher Form
2. Expenditure Reimbursement Form
3. Supporting Documentation
4. Time and Effort Sheet
5. Invoices or receipts for the expenditure.

**Do not** send any other documentation, including sign-in sheets, packing slips, purchase requisitions or purchase orders, district approval forms, vouchers, etc.

## STEP 3 – SUBMISSION INSTRUCTIONS:

1. Make a copy of the Invoice Voucher packet and all documentation. Keep this copy for your records. Refer to if MS Delta GEAR UP contacts you with questions about the contents of the Invoice Voucher.
2. Provide the **original, signed Invoice Voucher**, along with the Match Summary Form (see separate instructions) and backup documentation, no later than the 4<sup>th</sup> of each month to your Program Coordinator. Your Program Coordinator will submit all documents to the Associate Director of Finance and Contracts for Mississippi Delta GEAR UP. Should you have any questions, contact her using the information below:

Mississippi Delta GEAR UP  
Attn: Sha’Ketta Davis, Associate Director of Finance and Contracts  
1417 College Street  
Cleveland, MS 38732  
(662) 846-4302  
sdavis@deltastate.edu

### IMPORTANT:

**MS Delta GEAR UP will not pay the School District’s Invoice Voucher until the match for that month is received.**

**Records Retention Requirement:** The contractor must retain itemized records of all contract expenditures for six years after the final contract payment is remitted. The records may be subject to program review or audit. For the satisfaction of the Mississippi Delta GEAR UP grant, records must be maintained until 2034.



# Mississippi Delta GEAR UP Invoice Voucher Sample

**NOTE: All items entered on this form will come from the Expenditure Reimbursement Form. Please complete the entire form before sending in. Signatures must be original ink.**

<b>School District (Warrant is to be payable to)</b>
Cleveland School District 123 Main Street Cleveland, MS 38732
<b>School Name</b>
Bell Elementary School 123 Cleveland Avenue PO Box 12345 Cleveland, MS 38732

**INSTRUCTIONS:** Submit this form to claim Delta State University payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate.** I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Mississippi, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY YOUR SIGNATURE

\_\_\_\_\_  
(TITLE) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to IRS)	RECEIVED BY	DATE RECEIVED
--	-------------	---------------

DATE	DESCRIPTION	AMOUNT	FOR AGENCY USE
Mar 2022	Personnel, Salaries, and Wages	1,722.73	
	Staff Travel	658.55	
	Student Travel	561.14	
	Supplies	189.10	
	Other		
	<b>SUBTOTAL</b>	<b>3,131.52</b>	
	Indirect Costs (0%)	0	
	<b>TOTAL \$</b>	<b>3,224.21</b>	

PREPARED BY <span style="background-color: yellow;">Your name here</span>	TELEPHONE NUMBER <span style="background-color: yellow;">Your phone number here</span>	DATE <span style="background-color: yellow;">Date here</span>	AGENCY APPROVAL	DATE
--	---	--	-----------------	------

Program Coordinator Signature	Date
Lead Program Coordinator Signature	Date
Associate Director of Finance Signature	Date
Executive Director Signature	Date



# Mississippi Delta GEAR UP Invoice Voucher Form

NOTE: All items entered on this form will come from the Expenditure Reimbursement Form. Please complete the entire form before sending in. Signatures must be original ink.

<b>Vendor / Claimant (Warrant is to be payable to)</b>
<b>Agency Name</b>

**INSTRUCTIONS TO VENDOR OR CLAIMANT:** Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate.** I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY \_\_\_\_\_  
 \_\_\_\_\_  
 (TITLE) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to IRS)	RECEIVED BY	DATE RECEIVED
--	-------------	---------------

DATE	DESCRIPTION	AMOUNT	FOR AGENCY USE
	Personnel, Salaries, and Wages		
	Staff Travel		
	Student Travel		
	Supplies		
	Other		
	<b>SUBTOTAL</b>		
	Indirect Costs (0%)	0	
	<b>TOTAL \$</b>		

PREPARED BY <b>Your name here</b>	TELEPHONE NUMBER <b>Your phone number here</b>	DATE <b>Date here</b>	AGENCY APPROVAL	DATE
--------------------------------------	---	--------------------------	-----------------	------

Program Coordinator Signature	Date
Lead Program Coordinator Signature	Date
Associate Director of Finance Signature	Date
Executive Director Signature	Date



# Mississippi Delta GEAR UP

## Expenditure Reimbursement Form Sample

Mississippi Delta GEAR UP Expenditure Reimbursement Form					
Insert School District Name Here					
Insert Month and Year Here					
Directions: Complete and submit this form with the Invoice Voucher and required backup documentation by the 7th of each month. Must include: # GEAR UP students, # non-GU students, # family members, # staff.					
Personnel, Salaries, and Wages Name of Staff Member	Staff Position Title and Reason for Staff Pay	Assigned Document #	Receipt Amount	Category Total*	
<i>Sarah Canny</i>	GEAR UP District Liaison	1	\$ 1,245.56		
<i>Mark Jones</i>	Substitute Coordinator for John Jones for LSU College Visit	2	\$ 350.00		
<i>Sam Rogers</i>	Bus driver for GEAR UP College Visit	3	\$ 300.00		
<i>Lisa Donaldson</i>	Math Tutor for 6 <sup>th</sup> grade students 9/15-9/19	4	\$ 200.00		
<b>Subtotal of Personnel, Salaries, and Wages</b>				<b>\$ 2,095.56</b>	
Staff Travel (Vendor Name- Who Was Paid?)	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total*
<i>The Hilton Hotel</i>	GEAR UP travel expenses on 09/20-09/21 (lodging for 5 staff)	GEAR UP College Visit	5	\$ 345.00	
<i>The Hilton Hotel Restaurant</i>	GEAR UP travel expenses on 09/20-09/21 (3 meals for 5 staff- Meals for Sarah Canny and 4 staff)	GEAR UP College Visit	6	\$ 200.00	
<b>Subtotal of Staff Travel</b>				<b>\$ 545.00</b>	
Student Travel and Transportation (Vendor Name- Who Was Paid?) (lodging, meals, bus gas)	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total *
<i>The Hilton Hotel</i>	GEAR UP travel expenses on 09/20-09/21 (50 students and driver)	GEAR UP College Visit	5	\$ 2,500.00	
<i>The Hilton Hotel Restaurant</i>	GEAR UP travel expenses on 09/20-09/21 (3 meals for 50 students and driver)	GEAR UP College Visit	6	\$ 1,800.00	
<i>Exxon, Shell, Chevron</i>	GEAR UP travel expenses on 09/20-09/21 (gas for the bus)	GEAR UP College Visit	11	\$ 1,200.00	
<b>Subtotal of Student Travel and Transportation</b>				<b>\$ 5,500.00</b>	
Supplies (educational materials, supplies)	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total*
<i>Amazon</i>	20 Texas Instrument Calculators,	8 <sup>th</sup> Grade Math Preparation	12	\$1,000.00	
<i>Office Depot</i>	Binders and paper	Consumable supplies	8	\$ 69.32	
<i>ACT Prep Curriculum</i>	ACT Prep Curriculum with individual online practice tests and results for 125 students	ACT Preparation	10	\$ 1,000.00	
<b>Subtotal of Supplies</b>				<b>\$ 2,069.32</b>	
Other (meetings/forums/student & parent food, staff development- GEAR UP teachers, administrators, other school personnel)	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total*
<i>Lennys Sub Shop</i>	Food for family night. 44 GU students, 62 GU family members, 5 staff	Financial Aid Night, 9/14/21	7	\$ 1332.00	
<i>Cleveland School District</i>	Field trips meals and museum entry for 32 students and 2 staff	Natural Science Museum, 9/18/21	9	\$ 550.00	
<b>Subtotal of Other</b>				<b>\$ 1,882.00</b>	
<b>Total Reimbursement Requested</b>				<b>\$ 11,259.88</b>	

\*Transfer the category subtotals to the Invoice Voucher.



# Mississippi Delta GEAR UP Expenditure Reimbursement Form

Mississippi Delta GEAR UP Expenditure Reimbursement Form					
Insert School District Name Here					
Insert Month and Year Here					
Directions: Complete and submit this form with the Invoice Voucher and required backup documentation by the 7th of each month. Must include: # GEAR UP students, # non-GU students, # family members, # staff.					
Personnel, Salaries, and Wages Name of Staff Member	Staff Position Title and Reason for Staff Pay	Assigned Document #	Receipt Amount	Category Total*	
			\$		
			\$		
			\$		
			\$		
<b>Subtotal of Personnel, Salaries, and Wages</b>				<b>\$</b>	
Staff Travel <i>(Vendor Name- Who Was Paid?)</i>	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total*
				\$	
				\$	
<b>Subtotal of Staff Travel</b>				<b>\$</b>	
Student Travel and Transportation <i>(Vendor Name- Who Was Paid?) (lodging, meals, bus gas)</i>	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total *
				\$	
				\$	
				\$	
<b>Subtotal of Student Travel and Transportation</b>				<b>\$</b>	
Supplies <i>(educational materials, supplies)</i>	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total*
				\$	
				\$	
				\$	
<b>Subtotal of Supplies</b>				<b>\$</b>	
Other <i>(meetings/forums/student &amp; parent food, staff development- GEAR UP teachers, administrators, other school personnel)</i>	Describe expenditure	Name of Activity in Work Plan/Portal	Assigned Document #	Receipt Amount	Category Total*
				\$	
				\$	
<b>Subtotal of Other</b>				<b>\$</b>	
<b>Total Reimbursement Requested</b>				<b>\$</b>	

\*Transfer the category subtotals to the Invoice Voucher.

**Time and Effort**



All GEAR UP staff must complete a monthly time and effort form and/or a timesheet as required by school district policy and practice. A sample form is available in the Finance Manual. Federal regulations require that every GEAR UP staff whose salary is supported in full or in part need to document the time, effort and activities during any given pay period.

Time as match: When you use in-kind personnel contributions as match, **they have to fulfill the same reporting obligations as if they were receiving federal funds.**

**GEAR UP Paid Staff Time**

- GEAR UP staff paid with federal funds must be engaged in GEAR UP activities 100% of the time.
- GEAR UP staff must not be assigned lunch duty, hall duty, recess or similar duties.

Name: _____		Month/Year _____														
Organization: _____		Total Hours _____														
Transfer Percentage <input type="checkbox"/>															#DIV/0!	
PROGRAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	PERIOD TOTAL
<i>GEAR UP Work</i>																-
<i>Non-GEAR UP Work</i>																-
<i>ANNUAL LEAVE</i>																-
<i>SICK LEAVE</i>																-
<i>PERSONAL HOLIDAY</i>																-
<b>DAILY TOTAL</b>																-

PROGRAM	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	PERIOD TOTAL
<i>GEAR UP Work</i>																	-
<i>Non-GEAR UP Work</i>																	-
<i>ANNUAL LEAVE</i>																	-
<i>SICK LEAVE</i>																	-
<i>PERSONAL HOLIDAY</i>																	-
<b>DAILY TOTAL</b>																	-

I HEREBY CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE TIME WORKED BY ME.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I HEREBY CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE TIME WORKED BY THIS EMPLOYEE.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Excel document will be provided.

### GENERAL INFORMATION

Mississippi Delta GEAR UP must approve GEAR UP-related travel in the annual work plan and budget. In general, out-of-state travel is not allowable. However, the following exceptions may be requested:

1. National Council for Community and Education Partnerships (NCCEP)

The annual work plan and budget will include a line item specific to Mississippi Delta GEAR UP-sponsored professional development. Including the following:

1. Annual Conference
2. Winter Workshop
3. Spring Workshop
4. Summer Workshop

The funds in this line item are for these activities exclusively, and you may not reassign them to other activities. Unspent funds will remain with Mississippi Delta GEAR UP.

### TRAVELING TO GEAR UP EVENTS

Before each GEAR UP-sponsored professional development event, Mississippi Delta GEAR UP staff will send the information needed to travel arrangements, including lodging reservation information, meals, and any other guidance to prepare staff members. Please watch for these emails.

### TRAVEL REIMBURSEMENT PROCESSES

To ensure reimbursement of GEAR UP-related travel expenses, review these critical items.

1. District employees must follow the district's rules and policies regarding travel allowances and reimbursement requirements. If your district reimburses less than GEAR UP allows, staff must be reimbursed at the district rate.
2. Mississippi Delta GEAR UP can only reimburse for travel expenses (of any kind) up to the maximum allowed amount set by the Office of Financial Management (OFM). View a map of the current per diem rates: <https://www.perdiem101.com/conus/2022/mississippi>. It is updated annually, each October.
3. Suppose your district allows reimbursement rate that is higher reimbursement or reimburses meals that are not allowable per our guidelines. In that case, the district is responsible for reimbursing the employee at their expense. GEAR UP will only reimburse per the **guidance below and never above the state per diem rates**. If your district has a higher than per diem policy, please provide a copy of the policy to Mississippi Delta GEAR UP.

All district employees need to claim travel expenses in the manner that their district requires while still providing GEAR UP with the necessary travel expense documentation required by the program for reimbursement. Staff members will submit a travel expense voucher and documentation to their school district to be reimbursed for travel expenses.

If you use a district credit card to pay travel expenses for any employee, then you must submit the receipts and an authorization form (sometimes called a p-card authorization). You must include all information generally required for travel: the purpose of the travel, departure and return times, and the names of the staff who received the meals, and their signature is required.



Before all GEAR UP sponsored activities that require travel, including professional development workshops, summer camp, and Summer Institutes, GEAR UP staff will detail allowable expenses related to that specific event. GEAR UP expects staff members to follow these guidelines and limits, without exception. If an exception is needed, then you must submit a request in writing to Sha’Ketta Davis, [sdavis@deltastate.edu](mailto:sdavis@deltastate.edu), before the event for approval.

Following the guidelines below ensures that your district will be reimbursed for all GEAR UP-related travel expenses.

### MEALS

GEAR UP will reimburse for the cost of meals up to the maximum allowed amount set by the Office of Fiscal Management (OFM), as these are called “state meal per diem rates.” Again, if school districts reimburse employees for less than the allowed per diem, your district will only be reimbursed for that amount.

#### **Meal allowances (per diem) cover the following costs:**

1. The basic cost of the meal
2. Any applicable sales tax
3. Any customary tip or gratuity

For example, if the dinner per diem is \$25, then that includes the cost of the food, sales tax, and the tip.

**Note: If a hotel provides a hot breakfast, it is expected that the traveler will not claim per diem for this meal; the per diem will not be reimbursed.**

### ADULT MEALS – FIELD TRIPS

Meal allowances for staff members, bus drivers, or parent chaperones are reimbursable when attending and/or chaperoning a GEAR UP-sponsored field trip with students. The following guidelines apply to adult meals on field trips:

- The school district’s travel rules must always be followed and should align with policy or practice for consistency.
- Adult meal allowances must follow one of the following methods:
  - The adult completes a school district expense voucher, including departure and return times, and is reimbursed per the school district’s travel rules, up to the state per diem. The adult receives the same meal allowance as the students, which is \$15 per meal and \$5 for a snack. The snack reimbursement for the adult is optional.
  - The adult may opt to pay for their own meals to conserve resources for the program. In this case, the school would not be reimbursed for these expenses.
  - If students are eating at a restaurant, college campus food service, or any other venue where the school is paying for all meals (in advance or at the time of purchase), the adult meals may also be included. The adult’s names must be provided on the invoice for reimbursement.



# Mississippi Delta GEAR UP

## Travel Guidelines

### PROFESSIONAL DEVELOPMENT AND OTHER STAFF TRAVEL MEALS

Meal allowances for staff members are reimbursable when attending a professional development workshop that requires an overnight stay. For overnight travel assignments, all meals will be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (the return day) would continue to be the rate for the location where the traveler last stopped for sleep.

Attending a non-overnight professional development workshop typically does not qualify the staff member for a meal allowance. For non-overnight travel assignments, staff must be in travel status for 11 hours or more, as documented on the traveler's expense voucher, to qualify to collect the meal payments for the meal(s).

### QUALIFYING MEAL PERIODS

Travelers must be in travel status during the entire Mississippi Delta GEAR UP-determined meal period(s) to qualify for meal reimbursements. GEAR UP has established the following agency determined meal periods:

- **Breakfast:** 6:30-7:30 am
- **Lunch:** 12-1 pm
- **Dinner:** 4:30-5:30 pm
- If you leave prior to the established meal period, then you are entitled to that meal unless it is provided and as long as your school district allows for that reimbursement. Staff members cannot extend travel to qualify for a meal.
- **Note:** Districts may have established meal periods that differ from the above. In this case, you must follow the district policy and practice.

### DEPARTURE AND RETURN TIMES

- Per state rules, travel expense vouchers must include departure and return times for all trips.
- Departure and return times are used to determine eligibility for meal reimbursement, and without them, we cannot reimburse for meals.
- Your **departure time** is recorded when you left either your home or place of work on the first day of the trip, whichever is later. If you did not go to your place of work on that day, then use the time you left your home.
- Your **return time** is when you arrive back at your home or place of work on the final day of travel, whichever is earlier. If you do not return to your place of work on that day, then use the time you arrived at your home.
- If you do not provide departure and return on either the travel expense voucher or the Expenditure Reimbursement Form, your district will not be reimbursed for any claimed meals.

### MEAL RECEIPTS

- If you claim per diem, a meal receipt is required.
- If your district reimburses you based on the actual cost of the meal/receipt, not to exceed the state per diem, then GEAR UP requires a copy of your receipt.



# Mississippi Delta GEAR UP

## Travel Guidelines

- GEAR UP requires that all meal receipts be detailed. Credit card receipts are not detailed and therefore are not an acceptable form of documentation. **Receipts must show what was purchased.**
- When submitting meal receipts, if you are paying for your meal and another individual's meal, you must request separate receipts showing only the cost of your meal.
- Meal receipts should be reasonable; if one person's meal is on the ticket, it is expected that one meal is purchased.
- Alcohol is not an allowable expense and must not be included on any receipt submitted.

### NOTE

- Staff members would not be reimbursed for meals if a meal was provided at the event. The only exception to this is if a continental breakfast is provided and only cold items were served, then you may request reimbursement for breakfast. If a hotel offers a hot breakfast as a part of your stay, it is considered a provided meal and will not be reimbursed.
- GEAR UP will only pay for the approved traveling staff member's meal expenses even if combined meal costs for one authorized traveler plus companion(s) do not exceed the allowed maximum amount.
- Incidentals, such as coffee, snacks, frozen yogurt or ice cream, dessert purchased separately from a meal are not reimbursable.

### TRANSPORTATION

#### PRIVATELY OWNED VEHICLE (POV) MILEAGE RATE

GEAR UP can reimburse for using a district or personal vehicle up to the allowed maximum amount set by OFM, which is updated every January 1.

If your district reimburses at a lower rate, that is what will be reimbursed and should be requested from GEAR UP. If the amount per mile increases or decreases, GEAR UP staff will notify the school districts regarding the change. (See *GEAR UP Staff for questions.*)

#### CARPOOLING

Staff members are expected to carpool to GEAR UP events. Transportation to GEAR UP events will be allowed one car per three staff members, maximum. Exceptions to this require pre-approval from the Director.

#### SCHOOL DISTRICT VEHICLES

GEAR UP can reimburse for the use of other district vehicles (SUV, van, or bus) up to the allowed maximum amount set by the school district but requires written verification of the cost per mile claimed by the school district. GEAR UP may not be charged more than what other programs in the district are charged.

#### DRIVER COSTS – FIELD TRIPS



When a district vehicle, such as a bus, is being used for transportation, GEAR UP will reimburse for driver time, meals, and mileage and requires written verification of these expenses, such as a transportation log or invoice.

### TOLLS

GEAR UP will reimburse for bridge and ferry tolls and require a detailed receipt(s). High Occupancy Toll (HOT) lanes will not be reimbursed.

### RENTAL CARS

GEAR UP will not reimburse for the use of a rental car except in rare instances. All rental vehicles must be pre-approved and before the funds being spent.

### TAXIS OR SHUTTLES

GEAR UP will reimburse taxi or shuttle expenses, including Uber and Lyft, to and from the airport while traveling for GEAR UP. A detailed receipt is required.

Taxis, trolleys, or buses that are taken by staff members to dinner while attending a conference are considered **personal expenses and are not allowable**. Limousines or other options will not be reimbursed.

### LODGING

- GEAR UP can reimburse for lodging up to the maximum allowed amount set by OFM.
- Taxes and fees associated are not included in the OFM lodging rates and therefore are reimbursed in addition to the room rate.
- Internet access is not an allowable expense, as free Wi-Fi is usually available in the hotel lobby or public spaces.
- If you have a personal guest staying with you, and there is an additional charge for that guest, you are responsible for paying that charge. GEAR UP will not reimburse additional non-GEAR UP staff costs.
- If lodging is required that exceeds the set OFM amount, then pre-approval must first be obtained by GEAR UP. For example:
  - If a conference is held at a hotel that charges over per diem, the costs may be reimbursed to the district only if pre-approval is given. This may be allowed when the cost of staying at a separate venue requires additional transportation expenses that would result in higher costs than staying at the conference venue. If approval is given, the traveler must select the most economical room available under the circumstances.
  - Under no circumstances will approval be given for lodging that exceeds 150% of per diem.
  - **A detailed invoice is required for all lodging expenses.** The invoice must show the cost of the room, as well as the taxes and fees. Hotel confirmation is not an acceptable form of backup documentation.

### PARKING

- If parking at a hotel for an event, parking included on the lodging receipt will be reimbursed.
- GEAR UP will reimburse for other offsite parking, and a detailed parking receipt is required.
- GEAR UP will not reimburse for valet parking. If you opt to use valet parking, only the standard rate will be reimbursed. However, if self-parking is not an available option at the hotel, valet parking will be reimbursed.
- If a GEAR UP rate is available, parking will only be reimbursed up to that amount.

### AIRFARE

Staff may travel by air (economy class), and a detailed receipt showing all costs is required for reimbursement from GEAR UP. GEAR UP recommends booking directly with the airline rather than using a travel agency/service. If you book online, a copy of the actual invoice or receipt must be provided. Airline confirmations are not considered acceptable forms of backup documentation.

- **Baggage Fees:** GEAR UP will reimburse for up to one checked bag each way. A detailed receipt showing the expense is required.
- **Unallowable Costs:**
  - Charges for changing a flight reservation.
  - Early check-in fees.
  - Flight insurance.
  - Convenience fees.
  - First class or other upgrades.

### ADVANCE TRAVEL

- GEAR UP cannot reimburse for advance travel. Travel expenses will only be reimbursed once the travel is completed.
- GEAR UP cannot reimburse a school district more than what a school district reimbursed the employee for, nor can GEAR UP reimburse more than what the amount of the receipt reflects. Only completed travel expense vouchers with proper backup documentation will be reimbursed.

### TRAVEL EXPENSE VOUCHER AND DOCUMENTING TRAVEL

- GEAR UP requires school district travel expense vouchers with receipts as backup documentation. If your district does not have a travel expense voucher form, you may use Mississippi Delta GEAR UP's Travel Expense Voucher.
- The travel expense voucher must include the purpose of the trip, the location, dates of travel, and departure and return times.
- **Departure and return times must be provided on the travel expense voucher even if the school district form does not require them.**
- The following items must also be included if reimbursement for the item is requested:
  - **Mileage:** How many miles and how much per mile are being claimed from destination to destination?



# Mississippi Delta GEAR UP

## Travel Guidelines

- **Meals:** How much is being claimed for each meal (breakfast, lunch, and dinner) on each travel day(s)?
- **Lodging:** How much for each night is being claimed for lodging? A detailed receipt is required.
- **Miscellaneous Expenses (Tolls, parking, and baggage, etc.):** Detailed receipts are required.
- Provide copies of all detailed receipts/invoices for travel expenses being requested for reimbursement.
- Summary credit card receipts that do not detail what was purchased and statements or bank statements are not acceptable forms of backup documentation.
- Travel expense vouchers must include the employee's signature, as well as a school district approval signature. Travel expense vouchers that do not reflect both signatures will be considered incomplete and will not be processed for reimbursement. Electronic or stamped signatures by either party are not allowable.
- The transaction recap report (showing that reimbursement) is required. It must show who was paid and the amount paid. The transaction recap report must reflect a check date and a check number in order for GEAR UP to reimburse the expense.

### OUT OF STATE TRAVEL

- Out-of-state travel is rarely approved by GEAR UP. The exceptions to this are the GEAR UP-NCCEP national conferences and potential pre-approved out-of-state college visits that are written into your workplan.
- When planning out-of-state travel, it is important to understand the difference between GSA (federal) and OFM (state) per diem rates for meals. Federal GSA per diem rates are available at <https://www.gsa.gov/portal/content/104877>. State per diem rates are available at <http://dfa.usnx.com/meal-reimbursement>.

### QUESTIONS

If you have questions about the reimbursement process, please contact Sha'Ketta Davis at [sdavis@deltastate.edu](mailto:sdavis@deltastate.edu) or 662-846-4302.



# Mississippi GEAR UP Travel Expense Report



NAME

SCHOOL DISTRICT

MONTH/YEAR

TITLE/POSITION

REASON FOR TRIP/DESCRIPTION

DEPARTURE/RETURN TIMES

DATE	TRIP INFORMATION				MEALS			LODGING	PRIVATELY OWNED VEHICLE			FUEL	BAGGAGE	AIR-FARE	OTHER TRANSP.	OTHER TOTAL	DAILY TOTAL	
	FROM	TO	TRIP TIME		B	L	D		Mileage	Rate	Reimbursement							
			DEPART	RETURN														Excess
									0.585	-							-	
									0.585	-								-
									0.585	-								-
									0.585	-								-
									0.585	-								-
									0.585	-								-
									0.585	-								-
<b>TOTALS</b>					-	-	-	-		-	-	-	-	-	-	-	-	-

DETAIL OF OTHER EXPENSES			
DATE	PAID TO	FOR	AMOUNT

COMMENTS / NOTES

SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT/PRINCIPAL OR CERTIFIED AUTHORIZER \_\_\_\_\_ DATE \_\_\_\_\_

\*Excel document will be provided.



## Mississippi Delta GEAR UP Field Trip Approval & FAQs

### **Q: WHEN IS IT NECESSARY TO SUBMIT A FIELD TRIP APPROVAL FORM?**

**A:** A field trip approval form must be submitted at least 10 days prior to the event for all trips written into the workplan and those not written into the workplan.

### **Q: IS A BUDGET REVISION REQUIRED FOR A FIELD TRIP?**

**A:** It depends. If the field trip is not in your budget at all, you will need to answer NO to the budget/plan question on the Field Trip Approval Form and explain how you will fund the activity. You must also submit a Work Plan and Budget Revision Request Form prior to the activity and approval.

### **Q: WHEN WILL I RECEIVE NOTIFICATION THAT MY FIELD TRIP HAS BEEN APPROVED OR DENIED?**

**A:** An approval or denial will usually be emailed to the requester within 72 hours. If you do not hear from someone by this time, please email your Program Coordinator.

### **Q: WHEN CAN I PAY FOR NON-GEAR UP STUDENT EXPENSES FOR FIELD TRIPS?**

**A:** GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. If non-GEAR UP students attend a field trip, their expenses must be covered by another funding source. **If there is a majority of non-GEAR UP students attending, the transportation costs must be prorated according to GEAR UP/non-GEAR UP participation.** Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio.

### **Q: ARE RECREATIONAL ACTIVITIES, SUCH AS ICE SKATING, ROCK CLIMBING OR SWIMMING, ALLOWED ON FIELD TRIPS?**

**A:** Recreational activities are only allowed if the activity is offered in conjunction with a comprehensive college campus visit, and the activity is a campus-based opportunity. Recreational activities are only allowed with prior approval. Please include all activities on the field trip itinerary submitted with the Field Trip Approval Form.

### **Q: WHAT ARE THE REQUIREMENTS FOR A COLLEGE VISIT?**

**A:** College visits – if they do not include the basic requirements, they will not be approved. Use our goals, objectives, and GPRAs on page 11 to as a guide when you plan.

### **Q: WHERE WILL STUDENT TRAVEL BE TRACKED AND HOUSED?**

**A:** Submit all forms and documentation to your Program Coordinator to be entered into the Performance Insights database.

### **Q: MAY GEAR UP STAFF CHAPERONE NON-GEAR UP FIELD TRIPS?**

**A:** GEAR UP staff may occasionally chaperone a non-GEAR UP field trip, if the students are GEAR UP students, and it is only an occasional event. This will only be reimbursed with prior approval.

GEAR UP staff time in this type of activity should be limited but is allowed because it is a good time to build relationships with our GEAR UP students. This activity is not entered in the portal if GEAR UP didn't plan, organize, facilitate and/or pay for the field trip.

GEAR UP staff may not chaperone field trips for only non-GEAR UP students unless they are paid by another funding source for their time.

### **Q: DOES FIELD TRIP CHAPERONE TIME COUNT AS MATCH?**



**A: Teachers:** No if the field trip is during the contract day. Yes, for any time that is outside the contract day.

**Parents:** No, if they are there on behalf of their student only. Yes, if they are there to supervise/support all students.

**GEARUP paid staff:** No if they are being paid by GEAR UP for their time. Yes, if there is any time on the trip that they are not being paid – that time only can count as match.

**Classified Staff:** Yes, all of the time on the field trip counts as match.

**Exception: For overnight trips, you cannot count sleep time as match.**

**Q: WILL GEAR UP PAY FOR BREAKFAST ON OVERNIGHT FIELD TRIPS?**

**A:** If the hotel provides a hot breakfast, GEAR UP will not pay for breakfast. However, if it is a continental breakfast (cold items only), then breakfast is an allowable expense.

**Questions?**

- Dr. Nakisha Watts, Executive Director, Mississippi Delta GEAR UP
  - 662-846-4904 | [nwatts@deltastate.edu](mailto:nwatts@deltastate.edu)
- Sha'Ketta Davis, Associate Director of Finance & Contracts, Mississippi Delta GEAR UP
  - 662-846-4302 | [sdavis@deltastate.edu](mailto:sdavis@deltastate.edu)
- Teareathra Keeler, Program Coordinator, Mississippi Delta GEAR UP
  - 662-846-4082 | [tkeeler@deltastate.edu](mailto:tkeeler@deltastate.edu)



# Mississippi Delta GEAR UP Field Trip Request Form

**NOTE: Field Trips should be outlined in your previously approved workplan. Please include a Field Trip itinerary.**

## Purpose of Field Trip

District Name \_\_\_\_\_

School Name \_\_\_\_\_

Email \_\_\_\_\_

Name of Trip \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

## Field Trip Attendees

Who will be attending?  6<sup>th</sup> Gr.  7<sup>th</sup> Gr.  8<sup>th</sup> Gr.  9<sup>th</sup> Gr.  10<sup>th</sup> Gr.  11<sup>th</sup> Gr.  12<sup>th</sup> Gr.

# GEAR UP STUDENTS \_\_\_\_\_ # NON-GEAR UP STUDENTS \_\_\_\_\_

Provide a detailed itinerary that includes depart and return times. The itinerary must be specific and include all activities.

## Purpose of Field Trip

Check all that apply.

<input type="checkbox"/>	College Visit	<input type="checkbox"/>	Financial Aid Counseling/Advising
<input type="checkbox"/>	Educational Field Trip – Social Studies	<input type="checkbox"/>	Student Workshop (An activity that is provided by another entity or institution for which the agenda is created by that entity.)
<input type="checkbox"/>	Educational Field Trip – Science	<input type="checkbox"/>	Summer Programs – Academic Enrichment
<input type="checkbox"/>	Educational Field Trip – English/Language Arts	<input type="checkbox"/>	Summer Programs – Remedial Services
<input type="checkbox"/>	Educational Field Trip – Math	<input type="checkbox"/>	Tests/Test Preparation
<input type="checkbox"/>	Educational Field Trip – Other	<input type="checkbox"/>	7th Year Transition Services
<input type="checkbox"/>		<input type="checkbox"/>	12th Year Transition Services

Choose one.

## Expenses

- Our GEAR UP approved budget & workplan includes a line item and budget capacity for this field trip.
- Our GEAR UP approved budget & workplan does not include a line item and/or budget capacity for this field trip. I will submit a budget & workplan revision prior to the trip for approval.

The following expenses will be incurred for this trip (Check all that apply).

- Meals  Lodging  Transportation
- Registration or other fees  Other:

\_\_\_\_\_  
Name of Staff Completing Form

\_\_\_\_\_  
Date



## Work Plan and Budget Revision Instructions

**NOTE:** Work plan and budget revision will only be accepted in October, January, and May.

**SCHOOL NAME:** Click or tap here to enter text.

**DISTRICT LIAISON:** Click or tap here to enter text.

**PROGRAM COORDINATOR:** Click or tap here to enter text.

### WHEN IS A PLAN/BUDGET REVISION REQUEST REQUIRED?

- 1. Are you ADDING a new activity to your GEAR UP plan?**  
Yes, then it is required EVEN WHEN a new activity entails no additional funds. MS Delta GEAR UP uses these up to date work plans and budgets to monitor progress and ensure compliance.
- 2. Are you DELETING an activity from your GEAR UP plan?**  
Yes, then it is required EVEN WHEN the deleted activity does not have funding attached. MS Delta GEAR UP uses these up to date work plans and budgets to monitor progress and ensure compliance.
- 3. Did you spend more on a planned activity than you had budgeted?**  
Not necessarily. It is NOT required if you:  
A) Have enough funding to cover the overage from underspending on other item(s), etc.; AND IF  
B) Are not deleting an activity to cover the overage.  
That's called "managing your overs and unders."
- 4. Did you spend less on a planned activity than you had budgeted?**  
No, it is NOT NECESSARILY required, UNLESS you are going to add a new activity with the extra funds (see item 1 above).

**NOTE: MS Delta GEAR UP recommends submitting no more than three revisions in a contract year.**

### NOTES:

1. All "To Be Determined" funds must be budgeted no later than December 31.
2. If you have an urgent revision, you may submit at any time, otherwise please adhere to the deadlines listed at the top of the form.
3. You should not spend funds or delete activities without permission. These are contractual obligations, and spending funds that you do not have approval for puts your district at risk of not being reimbursed as well as an audit finding.
4. Incomplete forms will be returned. Please carefully following all instructions and fill in all blank cells.

### TO SUBMIT:

1. Print the completed form.
2. The building District Liaison must sign the form for approval, then submit the form to the Program Coordinator.
3. You will receive a response within 7 business days.
4. Do not make any changes to your program plan or expenditures until you have final approval.
5. A revised Work Plan and Budget will be emailed to the GEAR UP Program Coordinator and District Liaison when approval is final.



## Work Plan and Budget Revision Instructions

### 6. HOW TO ADD NEW ACTIVITIES:

- Describe the NEW requested activity for your plan. Include which What Works Clearinghouse Recommendation the new activity will address and explain who will participate. Detail the costs for this activity.
- **NOTE:** Please complete a separate table for each new activity listed. You may copy and paste the table below if requesting additional revisions.

<b>Activity Description:</b> Please provide a minimum of three to five sentences describing this activity – who, what, where, when, why.	
<b>Which What Works Clearinghouse Recommendation(s) is/are met with this activity?</b> Check the box that best aligns with this activity.	
<input type="checkbox"/> <b>Rigorous Coursework:</b> Offer courses and curricula that prepare students for post-secondary level work and ensure that students understand what constitutes a postsecondary-ready curriculum by 9th grade. <input type="checkbox"/> <b>Assessments:</b> Utilize assessment measures throughout high school so that students are aware of how prepared they are for college and assist them in overcoming deficiencies as they are identified. <input type="checkbox"/> <b>Support:</b> Surround students with adults and peers who build and support their postsecondary education aspirations. <input type="checkbox"/> <b>Steps for College:</b> Engage and assist students in completing critical steps for college entry. <input type="checkbox"/> <b>Financial Aid Awareness/Family Engagement:</b> Increase families' financial awareness, and help students apply for financial aid.	
<b>Who will participate?</b> (Number of students, families, and/or staff, which classes or groups)	
<b>What is the timeline for this activity?</b> When will it be provided and/or completed?	
<b>Description of Costs – What will be purchased?</b>	<b>Estimated Cost</b>
<b>TOTAL ESTIMATED COST OF THIS ACTIVITY</b>	<b>\$</b>

### 7. HOW TO DELETE ACTIVITIES:

- From your currently approved work plan and budget, list the following information for any activity you are deleting – that is, you will not be providing the service or activity during the current contract year. Do not include any activities you are revising only – just those that will not be offered.
- Please copy the information into the table below so that it is identical to the information in your work plan and budget.

Description of Activity	Activity Type	Activity Name	Total Cost for the Activity

Work Plan and Budget Revision Instructions




8. HOW TO REVISE ACTIVITIES:

- From your currently approved work plan and budget, list the following information for any activity you are revising – that is, you will change the service or activity from what was originally proposed, or adjusting the funding requested.
- Please copy the information into the table below so that it is identical to the information in your work plan and budget.

Original Description of Activity (should match current work plan and budget)	Revised Description of Activity (if applicable)	Original Total Cost for Activity (should match current work plan and budget)	Revised Total Cost for Activity	Total Change (Original – Revised) *Decreased amounts should be shown as -\$.

9. SUMMARIZE BUDGET REVISION

<b>Added Activities</b> (from #1 above)	<b>New Activity Funds Requested</b> (from #1 above)
<b>Deleted Activities</b> (from #2 above)	<b>Funds Not Needed</b> (from #2 above)
<b>Revised Activities</b> (from #3 above)	<b>Revised Funds Requested</b> (from #3 above)
<b>TOTAL Change = (A-B) + or – C</b>	
<b>*Balanced budgets will equal zero in the Total Change line item.</b>	

10. Administrator Approval Required:

- This form must be signed by the District Liaison.

**My signature below acknowledges my approval of the above revisions to the GEAR UP Work Plan and Budget. I understand that all revisions are subject to review and approval by the MS Delta GEAR UP Associate Director, and that no expenditures as revised are allowable until approval is received. I understand that all changes become part of the revised contractual agreement with the Mississippi Delta GEAR UP Leadership Council and are subject to all the GEAR UP rules and guidance.**

**Printed Name:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

**Signature:** \_\_\_\_\_

**Date:** Click or tap here to enter text.

**District Liaison Signature:** \_\_\_\_\_  
here to enter text.

**Date:** Click or tap here to enter text.



# Mississippi Delta GEAR UP Work Plan and Budget Revision

**NOTE:** Work plan and budget revision will only be accepted in October, January, and May.

**SCHOOL NAME:** Click or tap here to enter text.

**DISTRICT LIAISON:** Click or tap here to enter text.

**PROGRAM COORDINATOR:** Click or tap here to enter text.

**NOTES:**

5. All "To Be Determined" funds must be budgeted no later than December 31.
6. If you have an urgent revision, you may submit at any time, otherwise please adhere to the deadlines listed at the top of the form.
7. You should not spend funds or delete activities without permission. These are contractual obligations, and spending funds that you do not have approval for puts your district at risk of not being reimbursed as well as an audit finding.
8. Incomplete forms will be returned. Please carefully following all instructions and fill in all blank cells.

**TO SUBMIT:**

1. **Print the completed form.**
2. **The building District Liaison must sign the form for approval, then submit the form to the Program Coordinator.**
3. **You will receive a response within 7 business days.**
4. **Do not make any changes to your program plan or expenditures until you have final approval.**
5. **A revised Work Plan and Budget will be emailed to the GEAR UP Program Coordinator and District Liaison when approval is final.**

**11. ADD NEW ACTIVITIES:**

**Activity Description:** Please provide a minimum of three to five sentences describing this activity – who, what, where, when, why.

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**Which What Works Clearinghouse Recommendation(s) is/are met with this activity?** Check the box that best aligns with this activity.

**Rigorous Coursework:** Offer courses and curricula that prepare students for post-secondary level work and ensure that students understand what constitutes a postsecondary-ready curriculum by 9th grade.

**Assessments:** Utilize assessment measures throughout high school so that students are aware of how prepared they are for college and assist them in overcoming deficiencies as they are identified.

**Support:** Surround students with adults and peers who build and support their postsecondary education aspirations.

**Steps for College:** Engage and assist students in completing critical steps for college entry.

**Financial Aid Awareness/Family Engagement:** Increase families' financial awareness, and help students apply for financial aid.

**Who will participate?** (Number of students, families, and/or staff, which classes or groups)



# Mississippi Delta GEAR UP Work Plan and Budget Revision Form

<b>What is the timeline for this activity? When will it be provided and/or completed?</b>	
<b>Description of Costs – What will be purchased?</b>	<b>Estimated Cost</b>
<b>TOTAL ESTIMATED COST OF THIS ACTIVITY</b>	<b>\$</b>

**12. DELETE ACTIVITIES:**

Description of Activity	Activity Type	Activity Name	Total Cost for the Activity

**13. REVISE ACTIVITIES:**

Original Description of Activity (should match current work plan and budget)	Revised Description of Activity (if applicable)	Original Total Cost for Activity (should match current work plan and budget)	Revised Total Cost for Activity	Total Change (Original – Revised) *Decreased amounts should be shown as -\$.

**14. SUMMARIZE BUDGET REVISION:**

<b>Added Activities</b> (from #1 above)	<b>New Activity Funds Requested</b> (from #1 above)
<b>Deleted Activities</b> (from #2 above)	<b>Funds Not Needed</b> (from #2 above)
<b>Revised Activities</b> (from #3 above)	<b>Revised Funds Requested</b> (from #3 above)
<b>TOTAL Change = (A-B) + or – C</b>	
<b>*Balanced budgets will equal zero in the Total Change line item.</b>	



# Mississippi Delta GEAR UP Work Plan and Budget Revision Form

## ADMINISTRATOR APPROVAL REQUIRED:

**My signature below acknowledges my approval of the above revisions to the GEAR UP Work Plan and Budget. I understand that all revisions are subject to review and approval by the MS Delta GEAR UP Associate Director, and that no expenditures as revised are allowable until approval is received. I understand that all changes become part of the revised contractual agreement with the Mississippi Delta GEAR UP Leadership Council and are subject to all the GEAR UP rules and guidance.**

**Printed Name:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

**Signature:** \_\_\_\_\_ **Date:** Click or tap here to enter text.

**District Liaison Signature:** \_\_\_\_\_ **Date:** Click or tap here to enter text.

# Cost Sharing & Match

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## UNDERSTANDING MATCH

Mississippi Delta GEAR UP is required to collect a ***dollar-for-dollar match***, meaning that for every dollar of federal grant money spent on the project, we must collect an equal dollar amount of match in the form of state, local or donated funds. It is our responsibility to collect and document this match with the same care and attention to accuracy, accountability and timeliness as documenting the use of federal grant funds. ***If we do not meet the match requirement, we could have our federal funds reduced or our award could be terminated.*** Qualifying match contributions must be necessary to accomplish program activities, verifiable and only allowable according to GEAR UP guidelines. Match follows the same rules as the money you spend on GEAR UP. Your match must be allocable, allowable and reasonable. **NOTE:** Match can be audited at any time, and matching requirements for future grant years is subject to change and may either increase or decrease.

## DEFINITION OF MATCH

“Match” is a general term that refers to good, services or staff time donated to the project. ***In the case of GEAR UP grants, it means the non-federal share of program costs.*** If your organization purchased the goods or services but did not request reimbursement from the grant, then the generic term “match” applies. If another person or organization donated the goods or services, then both the generic term “match” and the more specific term “in-kind” applies. ***Allowable match contributions may be paid for by state or local funds or donated, but not federal funds.***

## DEFINITION OF IN-KIND

“In-Kind” refers to non-cash contributions of goods or services made by third party individuals or organizations to GEAR UP Projects. Examples of in-kind include work done by unpaid volunteers in support of GEAR UP, fee waivers, and donations of supplies, facilities or equipment.

## HOW TO MEET YOUR MATCH

### GEAR UP Match Requirement = 1 to 1 match

- Currently the GEAR UP grant requires a \$1.00 match for each \$1.00 of grant funding. Our school’s grant award is for \$\_\_\_\_\_ and requires a match of \$\_\_\_\_\_.

Collecting and documenting match on an ongoing basis is wise, efficient and much less stressful than attempting to catch up or go back and document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant’s match requirement on a monthly or quarterly basis makes it manageable and attainable.

Grantees may choose to assign a staff person or team to coordinate the match. School staff must receive match allowability and documentation training to be eligible to document time as in-kind match. ***Some schools have found it helpful to create match binders or folders for staff to keep with them as they do their GEAR UP work.*** By having the information and forms on hand, it makes it easier to collect match documentation as it occurs.



## Mississippi Delta GEAR UP

### Match Requirements

A sample of a suggested training outline is provided in this section. It includes the items that should be covered in a staff match training.

When considering whether goods or services qualify as allowed match, refer to the Expenditure & Reimbursement Procedures. If it is an allowable expenditure, it is an allowable match item.

#### **REMEMBER: IF A COST IS NOT ALLOWABLE THEN IT IS NOT ALLOWABLE AS MATCH. HOWEVER, THERE ARE SOME EXCEPTIONS:**

1. Incentives: The documented value of the donation is allowable as match. A receipt or invoice is required.
2. Swag (pens, cups, typical giveaways), including college gear: The business or college donor signature verifies the value and a receipt is not required.
3. Food, snacks, and treats, including candy: The documented value of the donation is allowable as match. A receipt or invoice is required.
4. District donated goods and services: Backup documentation must be provided showing the actual expense to the district.

#### **OTHER FEDERAL FUNDS**

Match cannot be claimed from other sources/programs that are federally funded. In other words, if you receive other federal grants, it cannot be used as match to the GEAR UP program.

**Note:** AmeriCorps, Job Corps, Peace Corps, the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force and the U.S. Coast Guard are all federally funded programs and member time cannot be counted as match.

#### **MATCH COUNTED ONLY ONCE**

If you have one or more federal grants, you can only count a match contribution once. Additionally, if you partner with another federal program and provide goods or services jointly, and both programs are collecting match, you must determine which program gets the match. You may split it out and share it or one program may use it. If you have more than one grant that requires match, you cannot move match from one project to another. Each must be documented separately, and the match must be used for the grant to which it was contributed.

#### **DISCOUNTS AS MATCH**

Discounts cannot be counted towards match. For example, if you order pizza for a parent meeting and the restaurant gives you 25% off, you cannot count the 25% discount as match, but if you purchase six pizzas and they give you two free, you can count the two free pizzas' value as match. This must be documented by the donor on the In-Kind Match Form - Goods and Services form.

#### **ALLOWABILITY**

In order to determine if a donor contribution qualifies as match the following criteria must be met:



## Mississippi Delta GEAR UP

### Match Requirements

- Does the activity for which match is being claimed support GEAR UP goal, objectives, and/or implementation?
- Are GEAR UP students beneficiaries of the goods or services?
- Is GEAR UP paying for it, sponsoring it or facilitating the activity?
- Is it allowable under GEAR UP rules and guidelines?

#### REQUIRED SIGNATURES ON MATCH FORMS

- Original signatures are required on all match forms submitted to MS Delta GEAR UP. Always keep a copy for your records.
- When a donor completes a match form, he/she is signing that it is true and accurate (see the statement at the bottom of the form). Match forms must always be signed by the donor and the school district designee.
- A staff member may not approve their own form, as matching signatures are not allowable.
- **No one can sign on behalf of the donor, including GEAR UP staff members.**
- Each donor must submit a separate form, as forms cannot be combined.

#### CHANGES TO MATCH FORMS

- Changes cannot be made to a match form after the donor signs it. The donor is attesting that it is true and correct when he/she signs it so you may not make changes to the contributions listed.
- GEAR UP staff must ensure all activities are reflected correctly on the form upon receipt from the donor.
- GEAR UP staff may not alter or add activities onto the form after it's been signed by the donor. This may result in a federal/state audit finding.
- MS Delta GEAR UP staff will audit match forms for mathematical accuracy and make any corrections to addition or subtraction errors.
- For example, if a donor doesn't fill in their travel time, it is not allowable for staff members to call the donor and ask him/her the length of their travel time and add the time onto the form. The donor has already signed the form and it can't be altered. However, the staff member may create match forms for each person that only shows the travel time, send them to the donors for signature and then submit them to GEAR UP.

#### STIPENDS

If a staff member receives a stipend to attend a professional development workshop, the staff member may contribute the difference between the stipend and what would have been their actual pay for the activity. For example, a staff member attends a workshop for 4 days and receives a GEAR UP stipend for \$500. However, four days pay for that staff member, with benefits, would have equaled \$1,500. The staff member may document  $\$1,500 - \$500 = \$1,000$  as a match contribution for the organization/school.

#### COMPLETING GOODS & SERVICES MATCH FORMS

When completing the Goods and Services Contribution match forms, it is important to ensure the donor provides a thorough description of the goods or services being provided to GEAR UP. For example, if a volunteer is providing after school tutoring to students, the description should also



## Mississippi Delta GEAR UP

### Match Requirements

include the subject the students are being tutored in, but not the student names. Each date the service was provided must be listed separately. Do not combine multiple dates into a single line item and activities must correspond with specific dates and hours/times.

#### RECEIPTS FOR GOODS AND SUPPLIES PROVIDED

When submitting a Goods and Services Contribution match form for actual goods donated, a detailed receipt is required. Swag such as pens, pencils, lanyards, key chains or brochures, donated by a college or career recruiter/representative does not require a receipt. However, the form must detail exactly what was donated, and the cost of those items.

#### COMPLETING SCHOOL STAFF MATCH FORMS

When completing School Staff match forms, an activities code must be filled in with the corresponding number of hours, along with the staff member's actual **salary and benefits** value. Hours without a corresponding code cannot be counted as match and thus will be deducted.

#### VOLUNTEER SERVICE

When members of the community, families, or students volunteer to support GEAR UP students and activities, GEAR UP recommends using the standard volunteer value set by [www.independentsector.org](http://www.independentsector.org). Per the website, as of April 2022 the published rate is **\$22.57** per hour, which includes benefits. This would include guest speakers, parent or other chaperones, cross age tutors and others.

#### COLLEGE CAMPUS STAFF AND OTHER GUESTS SPEAKERS

- College campus staff, when working with GEAR UP students, must document their actual salary with benefits for match purposes. They are assisting you in accordance with their regular job duties, so their normal rate applies.
- Guest speakers and career fair presenters who are providing job and career information to GEAR UP students may document their actual salary and benefits for match purposes.
- If a donor does not provide their actual rate of pay, you must use the volunteer rate of \$22.57. The presenter's organization name is required on the match form.
- Forms with missing information will not be processed and will be returned to the school. You may resubmit the form when it is complete.

#### STUDENTS AS MATCH

Students providing GEAR UP services or support during the school day are not allowed as match. However, students can contribute as match, at the current minimum wage rate of \$7.25 (set by [Minimum Wage Rates by State 2022 \(minimum-wage.org\)](http://Minimum Wage Rates by State 2022 (minimum-wage.org)) as of April 2022) in the following scenarios:

- Non-GEAR UP students tutoring or mentoring GEAR UP students outside of the regular school day,



# Mississippi Delta GEAR UP

## Match Requirements

- GEAR UP students providing tutoring or mentoring to other GEAR UP students outside of the regular school day.
- GEAR UP or non-GEAR UP students providing childcare during a family event.

### SCHOOL STAFF TIME

All paid school district teachers and staff must use the **“In-Kind Match Form – School Staff”** form to document their time as match.

- Teacher time outside of their contract day may be counted as match, when they are engaged in GEAR UP activities. This includes planning time for GEAR UP activities, including prep time for subs when a teacher is going on a field trip, and lesson planning for increasing the rigor of coursework.
- Teacher time attending professional development that supports GEAR UP goals may be counted as match, regardless of whether it is during or outside of their regular contract day and includes travel time. This includes but is not limited to: GEAR UP sponsored workshops, Summer Institutes, NCEEP trainings, workshops and conferences that support GEAR UP goals, etc.
- Administration (building and district) and classified staff time in support of GEAR UP activities always counts as match.
- A school counselor’s time may be counted as match when engaged in GEAR UP activities, if they are categorized by your district as an administrator and not as a certificated staff member (teacher). If they are classified as a teacher, then they are only eligible for match if it is performed outside of their contract day.
- Substitute pay for GEAR UP activities may count as match, if it is being paid by a non-GEAR UP source.

### SCHOOL DISTRICT PHYSICAL SPACE AND EQUIPMENT

School district space designated for GEAR UP activities may be counted as match using the standard space allocation rates for the district. If your district does not have a current policy or fee schedule for billing for space usage, you may not use space as match.

### SUMMARY

- Is the good or service an allowable expense that could be purchased using federal funds?
- Match needs to be reasonable, necessary, well documented and consistent.
- Details need to be specific and clear.
- Generally, the same requirements apply to the cash/in-kind match as they do to the expenditures.
- Match must be met in the year of the grant budget. You cannot play “catch up.”
- The expense must be:
  - Necessary to implement the program.
  - Reasonable, in that a prudent person would determine that the cost is appropriate.
  - Allocable to the objectives of the award.
  - Compliant with the federal administrative regulations that govern the program.



## Mississippi Delta GEAR UP

### Match Requirements

- Match cannot be claimed from other sources/programs that are federally funded, such as AmeriCorps, Peace Corps, the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force and the U.S. Coast Guard.
- Match can only be counted once.
- Donations may be counted as match if documented as such.



# Mississippi Delta GEAR UP Allowable Match Guidelines

As a general guideline, anything that is allowable as an expenditure is also allowable as match.

However, there are a few exceptions for our program:

- Snacks of any kind are allowable as match, as long as they weren't paid for by federal funds. That means that the school nutrition services snacks are not allowable match. But, snacks and treats donated by community members, businesses, or just about anyone else are match.
- The cost limits we have for allowable expenditures do not apply to match. For example, if someone donates college gear, like a \$50 sweatshirt, you can count the full value, as long as you have a receipt to back it up.

The table below is a guideline and may not include all unallowable and/or allowable match.

<b>Intervention</b>	<b>Purpose</b>	<b>Allowable Match = Cannot be paid for by GEARUP or other federal funds</b>	<b>Unallowable Match</b>
<b>GEAR UP Staff</b>	Provide intentional intervention and support to students to ensure they graduate from high school on time and are eligible for the postsecondary program or school of their choice. The majority of GEAR UP staff time is spent providing direct services to students and families. Additional tasks may include grant management, data collection/entry, and similar tasks.	<ul style="list-style-type: none"> <li>• Time beyond GEAR UP paid time (or contract time) may be allowable match.</li> <li>• You must clearly document that this is in addition to your paid GEAR UP time and you are volunteering.</li> <li>• Some school districts may have policies/practices about this; please check with your personnel office.</li> </ul>	<ul style="list-style-type: none"> <li>• Any staff time paid by GEAR UP funds.</li> <li>• Any GEAR UP staff time that was paid with a stipend, unless the stipend specifically states the number of hours to be worked. If that is the case, refer to allowable column.</li> </ul>
<b>Substitutes</b>	Substitutes specifically for GEAR UP related teacher or staff coverage.	<ul style="list-style-type: none"> <li>• The actual wage plus benefits cost to the district.</li> </ul>	<ul style="list-style-type: none"> <li>• Substitute time unrelated to the GEAR UP workplan.</li> </ul>
<b>GEAR UP Staff Orientation &amp; Match Training</b>	Annual required training.	<ul style="list-style-type: none"> <li>• All staff present are allowable match.</li> </ul>	<ul style="list-style-type: none"> <li>• AmeriCorps member time.</li> <li>• Staff who are paid by federal funds.</li> </ul>
<b>IT Staff</b>	Provide set up, maintenance, and technical support for	<ul style="list-style-type: none"> <li>• Staff time spent directly on GU purchased items.</li> </ul>	<ul style="list-style-type: none"> <li>• General IT support that would occur in</li> </ul>

## Mississippi Delta GEAR UP Allowable Match Guidelines

	GEAR UP purchased equipment/computers.		the absence of GEAR UP.
<b>Field Trip Chaperones</b>	Staff and parent time may be counted under certain circumstances.	<ul style="list-style-type: none"> <li>•Teacher time–beyond the contract day.</li> <li>•Parent time - can be counted if they are there to support all students on the trip (or a group of students),</li> <li>•Classified time – allowable.*</li> <li>•GEAR UP paid staff– any time that is not being paid by GEAR UP.</li> </ul>	<ul style="list-style-type: none"> <li>•Sleep time for overnight trips is not allowable as match time.</li> <li>•Teacher time during the contract day is not allowable.</li> <li>•Parents attending on behalf of their child only is not allowable.</li> <li>•GEAR UP paid time is not allowable.</li> </ul>
<b>Professional Development</b>	Increase the schools capacity to provide career and college advising and support to all students. Professional development must be closely tied to GEAR UP goals, including the (5) What Works Clearinghouse Recommendations.**	<ul style="list-style-type: none"> <li>• Registration and travel expenses as allowed under state travel guidance, as detailed in the Travel Guidelines.</li> <li>• Staff time spend in the professional development activity.</li> <li>• Out of state pro-dev may be used as match.</li> <li>• Participation by current and future teachers of the cohort is allowable.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional costs related to extending travel for personal reasons.</li> <li>• Clock hours or fees for credit for pro-dev are not allowable.</li> <li>• Staff time and related expenses for staff who are not currently teaching GU students, and will not be in the future.</li> </ul>
<b>Consumable supplies</b>	Supplies necessary for program implementation.	<ul style="list-style-type: none"> <li>• General office supplies, printing, postage.</li> <li>• Office equipment like printers, computers, and supplies for GEAR UP staff.</li> <li>• Internet access, phones.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment valued at over \$5,000.</li> </ul>

## Mississippi Delta GEAR UP Allowable Match Guidelines

<b>Computers</b>	Support student academic performance and achievement and provide access to career and college information.	<ul style="list-style-type: none"> <li>Computers on Wheels (COWs) and 1:1 computers, only if purchased by district in support of the GEAR UP plan to benefit GEAR UP students.</li> </ul>	<ul style="list-style-type: none"> <li>Computers for staff, including teachers, administrators, counselors.</li> </ul>
<b>Furniture</b>	GEAR UP staff office/work space.	<ul style="list-style-type: none"> <li>File cabinets or storage required to adequately safeguard and store GEAR UP materials.</li> <li>Furniture, desks, chairs used by GEAR UP staff.</li> </ul>	<ul style="list-style-type: none"> <li>Equipment valued at over \$5,000.</li> </ul>
<b>GEAR UP Partner Programming</b>	<ul style="list-style-type: none"> <li>Woodward Hines Education Foundation</li> <li>Tutor.com</li> <li>Vela Institute</li> <li>MDCC</li> <li>Delta State University</li> <li>Village of Wisdom</li> <li>Higher Purpose Co.</li> </ul>	<ul style="list-style-type: none"> <li>These partner providers will document part of their established fees as match for your program.</li> </ul>	
<b>Guest Speakers</b>	Provide motivational and educational guest speakers to increase aspirations and knowledge of life options.	<ul style="list-style-type: none"> <li>Presenters may offer match— you should always inquire about match opportunities.</li> <li>Presenters must be aligned with GEAR UP goals and the What Works Clearinghouse Recommendations.</li> <li>You may include their time and travel expenses (travel expenses must be documented with receipts).</li> </ul>	<ul style="list-style-type: none"> <li>Speakers who do not have a message focused on preparing students for careers and college.</li> <li>Military recruiters.</li> </ul>

## Mississippi Delta GEAR UP

### Allowable Match Guidelines

<p><b>Tutoring or homework assistance</b></p>	<p>In-class support, before/after school or at lunch tutoring/homework assistance.</p>	<ul style="list-style-type: none"> <li>• Teacher time beyond the contract day and not paid for by GEAR UP – for tutoring and homework assistance for GU students only.</li> <li>• Other staff who provide this support as part of your GEAR UP plan and are not paid by GU.</li> <li>• Snacks provided by a community member or other vendor.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff pay for pre-existing tutoring or homework assistance programs.</li> <li>• Snacks provided by the federal school nutrition services program.</li> <li>• AmeriCorps member time.</li> </ul>
<p><b>College Campus visits, including 2 year, 4 year, and vocational/technical programs</b></p>	<p>Assist students in making good decisions about college fit and match and aligned with their career interests.</p>	<ul style="list-style-type: none"> <li>• Transportation costs.</li> <li>• Meals and snacks.</li> <li>• Lodging.</li> <li>• Cultural experience fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Recreational or entertainment costs.</li> </ul>
<p><b>Student School Supplies</b></p>	<p>Ensure students have the supplies they need to complete school assignments and fully participate in class.</p>	<ul style="list-style-type: none"> <li>• School supply donations secured by GEAR UP staff.</li> </ul>	<ul style="list-style-type: none"> <li>• School supplies that are typically given to students by the school.</li> </ul>
<p><b>Family Engagement</b></p>	<p>Ensure family members have the information they need in order to support their child in the preparation and planning for graduating on time and being prepared for postsecondary options. Includes financial resources, academic resources, and social and emotional resources. Increase family event participation.</p>	<ul style="list-style-type: none"> <li>• Raffle donations.</li> <li>• Language interpretation services.</li> <li>• Childcare at the events.</li> <li>• Meals or refreshments donations.</li> <li>• Presenters.</li> <li>• Staff time, if beyond the contract day or paid GEAR UP time.</li> <li>• Mileage when event is off-site and not reimbursed by GU.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time when paid by GEAR UP.</li> </ul>

## Allowable Match Guidelines

	Incentive for student activities and participation.	<ul style="list-style-type: none"> <li>• College logo gear, including clothing, pennants, and other marketing items.</li> <li>• Ask colleges to donate!</li> </ul>	
<b>ACT &amp; SAT</b>	These vendors provide test fee waivers for GEAR UP students.	<ul style="list-style-type: none"> <li>• The cost of the actual test as documented on the ACT test site. Must provide a copy of the student waiver as documentation.</li> <li>• Cost of actual test for GEAR UP students when paid by another source.</li> </ul>	
<b>College Application Campaign Events</b>	Support students in applying to postsecondary programs and institutions.	<ul style="list-style-type: none"> <li>• Supplies and materials needed for promotion and implementation.</li> <li>• USB drives.</li> <li>• College application waivers for GU students.</li> <li>• Incentives for participation.</li> <li>• Meals/refreshments.</li> </ul>	
<b>FAFSA Forecaster, FSA ID, FAFSA, 12<sup>th</sup> Year</b>	Support students in applying for financial aid.	<ul style="list-style-type: none"> <li>• Supplies and materials needed for promotion and implementation.</li> <li>• Meals/refreshments.</li> </ul>	<ul style="list-style-type: none"> <li>• FAFSA application fees – these are fraudulent fees, the FAFSA is always free.</li> </ul>
<b>Scholarship Search Activities</b>	Support students in applying for scholarship	<ul style="list-style-type: none"> <li>• Supplies and materials needed for promotion and implementation.</li> <li>• USB flash drives.</li> <li>• Meals/refreshments.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarship application or service fees.</li> </ul>
<b>College or Senior Signing Day</b>	Events to celebrate students making a decision on their plan for after high school.	<ul style="list-style-type: none"> <li>• Supplies and materials needed for promotion and implementation.</li> <li>• Meals/refreshments.</li> </ul>	<ul style="list-style-type: none"> <li>• Events for non-GEAR UP students.</li> </ul>
<b>Math Completion</b>	Activities to support advanced math completion.	<ul style="list-style-type: none"> <li>• Classroom calculator sets.</li> <li>• Supplemental materials to enhance curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks.</li> </ul>
<b>Summer Programs</b>	Provide extended school year activities to ensure students are prepared to transition to the next grade level. May be remedial or advanced coursework.	<ul style="list-style-type: none"> <li>• Staff salaries/wages and benefits.</li> <li>• Materials and supplies necessary to program.</li> <li>• Tuition and fees for students not eligible for waivers.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be pro-rated in some cases to determine value for GEAR UP students only.</li> </ul>

## Allowable Match Guidelines



<p><b>Summer Camp</b></p>	<p>Encourage students to explore the world of postsecondary options by participating in a program, camp, or event at a postsecondary institution during the summer months.</p>	<ul style="list-style-type: none"> <li>• Registration fees, lodging, transportation, and meals.</li> </ul>	<ul style="list-style-type: none"> <li>• Fees when students cancel or do not attend.</li> </ul>
<p><b>Student Transportation</b></p>	<p>GEAR UP field trip or activity transportation, may include all district vehicles.</p>	<ul style="list-style-type: none"> <li>• The actual rate, including driver time that the district charges all programs.</li> <li>• Parent mileage (not reimbursed by GU) for taking students on college visits.</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot exceed the established district rate.</li> </ul>
<p><b>Job Shadowing or Service-Learning</b></p>	<p>Support students in exploring career options and building workplace skills by providing them access to work environments and employees.</p>	<ul style="list-style-type: none"> <li>• Employer's time spent with student(s) during job shadow.</li> <li>• Employer's time spent preparing, and follow up for job shadow.</li> <li>• Transportation</li> </ul>	
<p><b>Mentoring</b></p>	<p>Provide students with support through an organized, structured mentoring program. This may include Boys and Girls Club, Check and Connect, Link Crew, or other similar program.</p>	<ul style="list-style-type: none"> <li>• Volunteer mentoring time for staff, students, and community members.</li> <li>• Supplies and materials needed for promotion and implementation.</li> <li>• Salaries/wages for staff beyond the contract day to provide mentoring services.</li> <li>• Training and implementation costs/fees required by the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Student time for peer or near peer mentoring that occurs during the school day.</li> <li>• Teacher mentor time during the regular contract day.</li> </ul>
<p><b>Career Guidance or other advisory curriculum</b></p>	<p>Ensure students have access to college planning and readiness information throughout their middle school and high school experience.</p>	<ul style="list-style-type: none"> <li>• Library and classroom materials.</li> <li>• Staff time for coordination and planning for school wide implementation.</li> <li>• Student led conference support.</li> <li>• Meals and refreshments for activities outside the regular school day.</li> <li>• Printing costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Any staff time, product or service provided by the district prior to GEAR UP (supplanting).</li> </ul>

Allowable Match Guidelines



<p><b>GEAR UP Orientation</b> <b>Back to School Events and Commencement Events</b></p>	<p>Encourage participation in GEAR UP activities and celebrate student achievements.</p>	<ul style="list-style-type: none"> <li>• Meals/refreshments for activities if GEAR UP specific information is provided at the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Expenses for non- GEAR UP students.</li> </ul>
<p><b>College/Career Fairs</b></p>	<p>Provide access to information from college and career representatives. Events may be on school campus or another venue.</p>	<ul style="list-style-type: none"> <li>• Off campus: costs of transportation, chaperones, meals or snacks. On campus: meals or refreshments for presenters, staff, students.</li> <li>• On campus: presenter time, travel, and give- aways or other</li> <li>• materials.</li> </ul>	<ul style="list-style-type: none"> <li>• College and Career Fairs hosted by community organizations and postsecondary institutions are not allowable match as they are general available to all students and are not specific to GEAR UP.</li> </ul>
<p><b>School Facilities</b></p>	<p>The actual rental cost for programs as established by the district may be documented as match for space specifically used by the GEAR UP program.</p>	<ul style="list-style-type: none"> <li>• Must be allowable in the district based on established facilities use policy and procedures.</li> <li>• GEAR UP may document the cost based on the established rates.</li> </ul>	<ul style="list-style-type: none"> <li>• Space usage is not allowable match when the district does not have a policy allowing this, or there is not an established rate.</li> </ul>
<p><b>Non-School facilities</b></p>	<p>The actual rental cost for off-campus space for GEAR UP program based on established rental fees. For example, using the community center for a family night in a location that regularly charges for the space.</p>	<ul style="list-style-type: none"> <li>• GEAR UP may document the cost based on the established rates.</li> <li>• The rate used must be based on the established rates for the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Space that is typically free for users may not be used as match.</li> </ul>
<p><b>Indirect Costs</b></p>	<p>The cost to the district for administering the grant may be billed at the Federal Restricted Rate posted here: <a href="#">eCFR :: 45 CFR 75.414 -- Indirect (F&amp;A) costs.</a></p>	<ul style="list-style-type: none"> <li>• The AGENCY recommends that the district contribute the Indirect Cost rate as match to the program, but is not required.</li> <li>• If this option is chosen by the district, WSAC will calculate and track this match on your behalf.</li> </ul>	<ul style="list-style-type: none"> <li>• Costs for district staff and other district expenditures that are included in the indirect rate calculation.</li> </ul>



## Mississippi Delta GEAR UP Allowable Match Guidelines

**\*Classified staff** are employees of a school, district, or county office of education who are in a position not requiring certification. Classified staff include paraprofessionals, office/clerical staff, as well as other classified staff, such as custodians, bus drivers, and business managers.

<https://www.cde.ca.gov/ds/dc/cb/gicdif.asp#:~:text=Classified%20staff%20are%20employees%20of,bus%20drivers%2C%20and%20business%20managers>

**\*\*What Works Clearinghouse** a leading federal source of evidence-based information about education programs, policies, and interventions that show promise for improving student outcomes.

### **5 Recommendations:**

- 1. Rigorous Coursework:** Offer courses and curricula that prepare students for post-secondary level work and ensure that students understand what constitutes a postsecondary-ready curriculum by 9th grade.
- 2. Assessments:** Utilize assessment measures throughout high school so that students are aware of how prepared they are for college and assist them in overcoming deficiencies as they are identified.
- 3. Support:** Surround students with adults and peers who build and support their postsecondary education aspirations.
- 4. Steps for College:** Engage and assist students in completing critical steps for college entry.
- 5. Financial Aid Awareness/Family Engagement:** Increase families' financial awareness, and help students apply for financial aid.





**Mississippi Delta GEAR UP  
In-Kind Match for Goods & Services**

**Directions:** Donors who provide in-kind donations of services, goods and supplies and travel, should complete and sign this form. Include on the Monthly Match Summary Form and submit with the monthly Invoice Voucher.

<b>Name &amp; Job Title</b>	<b>School Name:</b>
	<b>School District:</b>
<b>Organization Name &amp; Address:</b>	<b>Month &amp; Year:</b>

Date of Contribution	Detailed Description of Services Rendered	# of Hour(s)	Rate per Hour (\$)	Total
				0.00
				0.00
				0.00
				0.00
			<b>TOTAL</b>	0.00

Date of Contribution	Detailed Description of Goods and Supplies Provided	# of Unit(s)	Rate per Unit (\$)	Total
				0.00
				0.00
				0.00
				0.00
			<b>TOTAL</b>	0.00

Date of Contribution	Detailed Description of Travel Incurred	# of Mile(s)	Rate per Mile (\$)	Total
			0.585	0.00
			0.585	0.00
			0.585	0.00
			0.585	0.00
			<b>TOTAL</b>	0.00
			<b>GRAND TOTAL</b>	0.00

The information listed on this form is an accurate estimate of the services rendered, goods and supplies provided and travel incurred that I have provided to the GEAR UP program. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Mississippi, that this information is true and correct.

X _____ <b>Contributor's Signature</b>	X _____ <b>Date</b>	<b>NOTE:</b> Original signatures are required. Stamped signatures or photocopies are not acceptable. Original forms must be submitted to MS Delta GEAR UP.
X _____ <b>School District's Signature</b>	X _____ <b>Date</b>	

\*Excel document will be provided.



# MS Delta GEAR UP Cost Sharing / Match Form

**Directions:** School district staff members, employees, and partners who contribute time to GEAR UP complete and sign this form. Include on the Monthly Match Summary Form and submit with the monthly Invoice Voucher. **NOTE:** Original signatures are required. Stamped signatures or photocopies are not acceptable. Original forms must be submitted to the MS Delta GEAR UP. Schools and partners must retain photocopies of all forms. The rate for volunteers in MS is \$22.57/h. [https://independentsector.org/resource/vovt\\_state\\_2022/](https://independentsector.org/resource/vovt_state_2022/)

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Month & Year:** \_\_\_\_\_

**Position:**

- |  |   |
|--|---|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Teacher          |
| <input type="checkbox"/> Counselor     | <input type="checkbox"/> Classified Staff |
| <input type="checkbox"/> GEAR UP Staff | <input type="checkbox"/> Other _____      |

Day of the Month	Code (see table)	Number of Hours	Salary and Benefits per Hour (\$)	Total Value
1.				
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3.				
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31.				
<b>TOTALS</b>				

Code #	Activities
1	Provided information to students and/or families to help students learn about college and/or career opportunities, preparation.
2	Prepared class activity to help underachieving students and/or promote rigor.
3	Implemented prevention strategies to decrease dropout rate.
4	Chaperoned and/or facilitated a GEAR UP field trip.
5	Provided job shadow or career opportunity for students.
6	Tutored or mentored students outside of classroom time.
7	Prepared students for standardized testing, including PSAT, SAT, PLAN, EXPLORE, ACT, ASVAB, SBA, ACCUPLACER.
8	Provided information about financial aid, including FAFSA, scholarships, College Bound Scholarship.
9	Provided information to students and/or families about the college application process.
10	Prepared students for careers in Math, Science, Engineering, and Technology with specific classroom based activities or career information.
11	Developed family and community partnerships to increase parent engagement.
12	Planned/participated in a GEAR UP event or meeting.
13	Participated in pro-dev to benefit GEAR UP students.
14	Provided administrative support: invoicing, match, budgeting, data collection, or other functions for GEAR UP grant.

I certify that all time and effort being claimed as in-kind match directly supported the GEAR UP project and GEAR UP students. I have not been compensated by any federal funds for these activities, nor has any of this time been donated as in-kind match for any other program. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Mississippi, that this information is true and correct.

**For teachers/certificated staff:**

The time donated to conduct these activities occurred outside my normal work duties, beyond my normal contract day.

**For GEAR UP paid staff:**

The time documented is beyond paid GEAR UP time.

**For volunteers or mentors:**

All time spent working with GEAR UP students should be documented.

\_\_\_\_\_  
Contributor's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

