

## Reference Guide for Entering Expense Descriptions in AmpliFund

In order to satisfy state and federal payment requirements, certain data is required to be in the "Narrative" field of each expense entry in AmpliFund. The data varies based on the budget category of the expense item.

**NOTE:** Expense items not containing the required information will be returned for correction. This will delay the reimbursement process.

### Personnel Category (includes overtime)

Pay expenses must be based on the gross pay (the amount actually paid to the employee) and should not include benefits costs. The narrative field must include:

- Brief description of work performed
- Dates of service
- Total hours x Rate of pay
- Date(s) paid

**NOTE:** The payee must be the name of the employee. You may shorten to first initial and last name (i.e. John Doe or J. Doe), unless there are multiple individuals with the same names.

#### Personnel Example 1 (Single Pay Period)

Road patrol in high crime areas  
Dates of Service: 4/1/17- 4/14/17  
80 hours @ \$35.75/hr  
Date Paid: 4/21/2017

#### Personnel Example 2 (Entire Quarter)

Road patrol in high crime areas  
Dates of Service: 4/1/17- 6/30/17  
240 hours @ \$35.75/hr  
Date Paid: 4/21/2017, 5/5/17, 5/19/17, 6/2/17, 6/16/17, 6/30/17

#### Personnel Example 3 (Overtime)

Overtime for gang task force investigations  
Dates of Service: 4/1/17 - 4/9/17  
24 hours @ \$53.63/hr  
Date Paid: 4/21/17

### Fringe Benefits Category

Fringe benefits must directly relate to a personnel expense item and must be included in the approved budget. The narrative field must include:

- Associated pay period(s)
- Name of the benefit (i.e. FICA, SS, Retirement, Health Insurance, etc.)
- Rate (% or \$) and amount charged

## Reference Guide for Entering Expense Descriptions in AmpliFund

**NOTE:** The payee must be the name of the employee. You may shorten to first initial and last name (i.e. John Doe or J. Doe), unless there are multiple individuals with the same names

### Fringe Benefits Example 1

Pay Period: 4/1/17 – 4/14/17  
FICA = 7.65% = \$2,365  
Retirement = 3.47% = \$1,063  
Health Insurance = \$1,025 per month

### Travel Category

Travel expenses must be itemized in the approved budget. The narrative field must include:

- Dates of Travel
- Reason for travel (i.e. conference name, program monitoring, etc.)
- Destination
- List of costs being reimbursed with calculations and totals

**NOTE:** The payee name must be the name of the employee being reimbursed for travel expenses. You may shorten to first initial and last name (i.e. John Doe or J. Doe), unless there are multiple individuals with the same names.

### Travel Example 1

April 21 – 24, 2018: Travel to conduct training with local law enforcement agencies in Orlando, FL. Reimbursement includes: lodging (2 nights x \$100/night), meals (\$36/day x 3 days), mileage (150 miles x \$0.045).

### Equipment Category

Equipment expenses must be itemized in the approved budget. The narrative field must include:

- Item description
- Quantity x cost per item
- Shipping, discounts, or prorated warranties identified
- Procurement method (Sole source, quotes, state contract etc.)
- Payment Method (Check number, p-card, EFT, etc.)

### Equipment Example 1

12 – Mobile Data Terminals @ \$2,500 each  
Shipping: \$50  
Prorated Extended Warranty: \$15/month x 4 months  
Procured via State Contract (20-845s54d94)  
Check #: 125695

## Reference Guide for Entering Expense Descriptions in AmpliFund

### Supplies Category

Supplies expenses must be itemized in the approved budget. The narrative field must include:

- Item description
- Quantity x cost per item
- Shipping, discounts, or prorated warranties identified
- Procurement method (Sole source, quotes, state contract etc.)
- Payment Method (Check number, p-card, EFT, etc.)

#### Supplies Example 1 (Single Item)

12 – field drug identification kits @ \$20 each  
Shipping: \$25  
Procured via Quotes  
P-Card: 4698

#### Supplies Example 2 (Multiple Items)

10 – tactical bags @ \$50 each  
10 – compact medi-bag kits @ \$30 each  
Shipping: \$10  
Procured via Quotes  
Check #: 6544

### Third-Party Contracts (Contractual Services) Category

Third-party contract services must be itemized in the approved budget. The narrative field must include:

- Date range of work performed
- Description of work performed
- Number of units x rate per unit (if contracted rate)
- Procurement method (Sole source, quotes, state contract etc.) as applicable
- Payment Method (Check number, p-card, EFT, etc.)

#### Third-Party Contracts Example 1: Contracted Rate

October 2021 – 165 hours of IT consulting for CAD system @ \$65/hr  
Check #: 8987464

#### Third-Party Contracts Example 2: Fixed Price Deliverable

October 2021 - Completed Phase 1: Requirements Gathering for new CAD system  
Check #: 8987464

## Reference Guide for Entering Expense Descriptions in AmpliFund

### Third-Party Subawards (Contractual Services) Category

Third-party subawards must be itemized in the approved budget. The narrative field must include:

- Date range of work performed
- Description of work performed
- Number of units and rate per unit (if unit costs)
- If not charging unit costs, must include the requirements prescribed in this document for other categories, see example 2 and 3.
- Payment Method (Check number, p-card, EFT, etc.)

#### Third-Party Subawards Example 1: Unit Costs

October 2021 – 65 units of individual counseling @ \$60/unit  
October 2021 – 15 units of group counseling @ \$25/unit  
Check #: 89564

#### Third-Party Subawards Example 2: Positions

Personnel and Fringe Benefit costs for Case Manager (J. Doe) to conduct participant evaluations.

Dates of Service: 4/1/17- 4/14/17  
80 hours @ \$18.25/hr  
FICA – 7.65% = \$1,202  
Health = \$650 biweekly

Check #: 8987464

#### Third-Party Subawards Example 3: Supplies

Office supplies for case management services

10 boxes file folders @ \$15 each  
2 boxes pens @ \$5 each  
2 cases of paper @ \$30 each

Check #: 8987464

### Other Costs Category

Other costs must be itemized in the approved budget. The narrative field must include:

- Item description
- Quantity
- Cost breakdown (per item, per service period, etc.)
- Payment Method (Check number, p-card, EFT, etc.)

## Reference Guide for Entering Expense Descriptions in AmpliFund

### Other Costs Example 1: Training Registration

Registration for 5 officers to attend the National Fraud Conference April 15-20, 2022 @ \$750 each  
Check #: 8987464

### Other Costs Example 2: Software Subscription

12 Adobe Pro licenses for document editing @ \$250 each  
P-Card: 8954

### Other Costs Example 3: Monthly Agreements

October 2021 – Rent for task force office space @ \$1,250/month  
Paid via EFT

## Indirect Costs Category

Indirect costs must be itemized in the approved budget. The narrative field must include:

- Indirect rate percentage x base amount for the period
- Cost Period

### Indirect Costs Example 1

24.53% x \$56,895 in personnel and fringe benefit costs for October 2021

## Reference Guide for Entering Expense Descriptions in AmpliFund

### CI Funds Costs Category

CI Funds spending should fall into either “CI Payment” or “Evidence Buy”. The narrative field must include:

- Description of expense
- Amount paid
- Date of payment
- Payment Method ("Cash")

#### CI Funds Costs Example 1

Purchase of Evidence - \$300  
9/23/22  
Cash

#### CI Funds Costs Example 2

Confidential Informant Payment - \$150  
9/24/22  
Cash