

**EXPENSE REPORT/ADVANCE REQUEST**

**Hudson River Foundation**

STATEMENT OF EXPENSES -- FROM: \_\_\_\_\_ TO: \_\_\_\_\_

HRF GRANT NO. \_\_\_\_\_ RECIPIENT NO. \_\_\_\_\_

PRINCIPAL INVESTIGATOR: \_\_\_\_\_

RECIPIENT ORGANIZATION: \_\_\_\_\_

REPORT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

REPORT:

INTERIM \_\_\_\_ FINAL \_\_\_\_ (CHECK ONE)

CATEGORY OF EXPENSE	PREVIOUS EXPENDITURES			EXPENDITURES FOR THIS REPORT		
	HRF SHARE (A)	COST SHARING (B)	TOTAL (C)	HRF SHARE (D)	COST SHARING (E)	TOTAL (F)
DIRECT COSTS						
LABOR						
-						
-						
-						
-						
-						
A. TOTAL LABOR COSTS						
B. FRINGE BENEFITS						
C. NON-EXPENDABLE EQUIPMENT						
D. EXPENDABLE EQUIPMENT						
E. EQUIPMENT RENTAL						
F. BOAT USE						
G. COMPUTER SERVICES						
H. CONSULTANT SERVICES						
I. TRAVEL						
J. PUBLICATION COSTS						
K. TOTAL OFFICE SUPPORT						
(SUPPLIES, PHONE, POSTAGE, ETC.)						
L. MISCELLANEOUS						
-						
M. TOTAL DIRECT COSTS						
N. INDIRECT COSTS						
O. SUBCONTRACTS						
P. TOTAL COSTS						
Q. SHARING PERCENTAGE	%	%	100%	%	%	100%

I hereby certify, to the best of our knowledge and belief, the above properly summarizes the grant expenditures and are supported by adequate documentation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
DATE

EXPENDITURE SUMMARY	
R. PREVIOUS EXPENDITURES - HRF SHARE (from line P(A))	
S. THIS REPORT - HRF SHARE (from line P (D))	
T. TOTAL EXPENDITURES TO DATE - HRF SHARE (lines R + S)	
U. TOTAL GRANT AMOUNT - HRF SHARE	
V. % TOTAL EXPENDITURES TO DATE - HRF SHARE (line T / line U)	
W. AMOUNT OF PAYMENT NOW REQUESTED	

FOR HRF USE ONLY: