



MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT
 LAND AND WATER MANAGEMENT DIVISION
 MICHIGAN COASTAL MANAGEMENT PROGRAM

GRANTEE'S QUARTERLY FINANCIAL REPORT*

Project Number: _____ Date: _____
 For Quarter: _____ through _____, _____
 Grantee Name: _____
 Grantee Federal Identification Number 38- _____

Grant Amount Spent During This Quarter	Match Amount Spent During This Quarter	Grand Total
Personnel _____	Personnel _____	_____
Travel _____	Travel _____	_____
Equipment _____	Equipment _____	_____
Supplies/Materials _____	Supplies/Materials _____	_____
Contractual Services _____	Contractual Services _____	_____
Other _____	Other _____	_____
Total _____	Total _____	_____

Cumulative Grant Expenses to Date	Cumulative Match Expenses to Date	Grand Total
Personnel _____	Personnel _____	_____
Travel _____	Travel _____	_____
Equipment _____	Equipment _____	_____
Supplies/Materials _____	Supplies/Materials _____	_____
Contractual Services _____	Contractual Services _____	_____
Other _____	Other _____	_____
Total _____	Total _____	_____

* Expenditure categories may be modified to conform to the Grantee's accounting system.

* Documentation of expenses must be submitted with each quarterly report including:

Personnel: Report by individual; including # of hours worked in the quarter (weekly or monthly breakdown acceptable, but not necessary) and hourly rate of pay.

Travel: Report departure location and destination, mileage, rate, meals, and other travel related expenses

Equipment: Provide copies of receipts for all items of equipment

Supplies/Materials: Provide copies of receipts for all supplies or materials

Contractual: Provide a copy of all invoices