

## Travis County Thrive Question and Answer from Invoice Training

Question	Answer(s)
Is Fuel reimbursable? If so what category should it be placed under?	Yes, supplier vendor
What if you do not have a invoice statement or paper receipt but the financial transaction is shown on bank statement?	We need a way to confirm the business use. To the extent that you can piece together an invoice, you can also submit handwritten invoice.
If your household is home base is mortgage and rent payment included?	No
Is Credit Card interest reimbursable if the interest was charged during March-November for approved purchases?	Yes
Are fleet fuel card included?	It will depend on business use.
i lease 18 wheelers for my business do i include the insurance for the the 18wheeler as well as lease payments?	Yes
From the time the reports are submitted, how long before we will receive the direct deposit?	7-10 days
Hi, I have four locations and this grant is helping only one of them. I have two full administrative employees that take care of activities that involve all locations, like marketing, customer service for prospect students, etc. . This grant is helping just one of my locations. Can I claim one fourth of their salaries?	If that is proportional to how their time is spent, yes. You can indicate how the time is split between locations.
Is truck expense such as parts for the trucks included?	Yes
Does it cover our quarterly and prepaid taxes that have been paid during the pandemic?	If payroll taxes, yes. If property / IRS, no
we purchase a lot of supplies that are used in the business..many of these purchases are small (\$30 to \$50 each) but we have many such purchases on the company credit card on a monthly basis. Can we invoice these purchases and if so can we provide the company credit card statement in lieu of an invoice for each transaction?	Yes they are eligible, but need invoice or purchase order.
My company is a distributor of mechanical, electrical, and plumbing supplies. I have vendor invoices for materials that we bought and then sold to our customer in the normal course of business. Would those invoices be eligible for reimbursement? Thanks	Yes

Travis County Thrive Question and Answer from Invoice Training

Good morning. For a single member LLC, how do we show employee compensation when the employee is the owner? What type of supporting documentation do you need?	You will need to help us understand how you paid yourself in the past, provide documents. For example, 1099 or past salary history.
I have several 1099 contractors that provide services for my business, do I put them in the employee category or in the supplier/vendor category?	Yes, supplier vendor
Do we only list the expenses we are looking to have reimbursed or do we have to input ALL expenses?	only reimburseable
When I submitted the original budget, I did not include payroll. Can that be included now?	Yes, you may update
so i can understand there's a final budget form still to be sent?	yes
is offshore team employee sallary can be reimbursable ?	yes
Are the documents you sent yesterday the finas?	Invoice - yes, until you update budget
Are there other options in sending our paperwork back to you other than scanning and emailing them?	We can arrange, or you can mail.
Can delivery service fees for the likes of DoorDash, GrubHub, UberEats etc. be reimbursed as those costs are now incurred as we try to get people to order online for delivery rather than come into restaurant?	Yes as long as cost of doing business
Would you accept the document signed through docusign?	Yes
If we are a service industry business, does it cover retail expenses or just backbar expenses?	Any supplier / vendor
What happens when we are at the last bit to exhaust the \$40k? Do we show full amount of larger invoice to be reimbursed but enter partial of that invoice for reimbursement?	Sbument entire invoice, but only request reimbursement for the dollar amount remaining
do you have to have an invoice for rent paid if you have a contract stating how much monthly?	Contract is ok
What if I have 2 invoices but they collectively exceed the 40K limit? Do we just enter 40K or the full invoice amount?	Only \$40k Can submit both but will only request for up to \$40k

Travis County Thrive Question and Answer from Invoice Training

If rent itself is enough to fulfill 40000, do I still have to fill rest forms out such as paycheck and employee information etc? Even if there is no money to be allocated or reimbursed in that category?	No, just fill out enough for \$40k
i paid for 7 months rent in full at once, would that qualify?	Yes
since i paid the water through my landlord does that qualify? i dont have an actual bill for water.	Show invoice from landlord
If you bought something on credit, do you only include the monthly payments or the whole amount that will be paid over time?	It's up to you. Depends on item purchased.
Does payroll pertain to 1099 employees too?	1099 = supplier / vendor
Are the grant funds taxable and will there be 1099's issued?	Will get 1099, yes. Will check on taxable. Probably.
Are CAM reconciliation expenses available to get reimbursed? Which category would that be?	Please clarify
me and my wife work together in our bussines. we used to be able to pay ourselves like an employee but i havent been able to pay us for 6 months. if i pay ourselves for all our time would that qualify? ssince we dont clock in or out	Just show how you were paying before, then yes
So we just need to show documentation for \$40,000 of expenses since March? That is about 1 month of payroll for us. Would that be all that needs to be shown?	Yes
What is the time frame on reimbursement for payroll?	7-10 days
We would need funding from programs to pay temporally defered rent. How can we include this in invoice?	Reimburse for any other expenses you've paid since March 1 and then hopefully you can use those funds to pay the rent
If rent makes up the entire \$40,000, are the other fields required to fill out? (technology, utility, employee pay, etc.)	Only fill up to \$40k
Also do contractor and sub-contractor payments count towards this as well? I would assume they do but have not seen anything specificly saying that.	Contact your point of contact re: subcontractors

Travis County Thrive Question and Answer from Invoice Training

for the rental payment, I dont have the invoice. I just pay every month to the landlord . So is the canceled check good as invoice?	Yes, or lease agreement
Will the Q12020 941 form be adequate for pay history?	Submit it
If I can't pay rent or expenses now, I would only have an invoice. Does this work? I haven't been able to pay OCT yet	Reimburse for any other expenses you've paid since March 1 and then hopefully you can use those funds
Does it cover our quarlerly and prepaid taxes that have been paid during the pandemic?	IRS - no ; Property - no ; Payroll - yes
Would expenses be reimbursements for events that we're not able to happen during the closed time?	There is no reimbursement for lost income, but you can reimburse for actual expenses paid, like venue rental
Can I get reimburse for my food supply invoice for my restaurant?	Yes
So, should we expect new forms for today to start the process?	Yes
I lease a helicopter to do tours and other aerial jobs. Can I request reimbursement for these lease payments?	Yes
I haven't yet received the call from the Travis County auditor's office regarding my ACH (which I filled out the day I received it). Is there a number I can call to get that verification taken care of?	We will begin calling again today
I understand how to submit the invoice, but am not clear on how to submit the back up documentation. Is this also scanned and included with the invoice?	yes, scan
on the requiremnt section it has a 1 and 2 documentation that is required to be submittted is it 1 or 2? or both?	2 documents - 1 invoice, 1 proof of payment
Where would you prefer we input healthcare expense?	employees and only employer contribution
Please explain the Bdget NTE Form Due?	live answered
If you decide to reject an expense, will be able to resubmit for another expense?	yes
How can I put the invoice number on that ???	type it in on the Excel spreadsheet
is offshore team employee sallary can be reimbursable ?	yes

## Travis County Thrive Question and Answer from Invoice Training

Does date eligibility apply to the invoice date or the payment date?	
is printing for for marketing an allowable expense? what catagory does marking expenses and web site design go under? what catagory does things like a computer go under	yes
Do we need to wait for the Budget before submitting first invoice?	no
Is a credit card statement listing a vendor and payment adequate for proof of payment for expenses?	Still need invoice
Credit Card statement is valid a documentation, right?	Still need invoice
I pay my monthly rent, utilities, water and property tax in a lump sum to my property managment company. Do I need to separate out the property tax or can I sumbit it as paid in one payment?	Yes, separate out property tax and provide documentation to show how it was done
I am a sole proprietor who uses her personal accounts for business purposes; is it okay to use for payment (and then reimbursement) a credit card that is in my husband's name instead of mine?	Yes, as long as you clear show expenses and invoices
For my rent can I ask my landlord for a "statement" or do I still need to find cancelled checks?	statement is fine
Can we pay a couple of months ahead for rent and get reimbursed to help us catch up?	Only expenses through November
What catagory does office supplies go under? Are biz supplies/materials as a normal course of business allowable expense - what catagory?	probably supplier vendor
What is considered appropriate "proof of payment"?	Bank statement, Credit card statement, canceled check etc
Does it cover our quarlerly and prepaid taxes that have been paid during the pandemic?	Payroll taxes - yes. IRS / property taxes - not reimbursable
i lease 18 wheelers for my business can i include the insurance for the tractor and trailer	yes

Travis County Thrive Question and Answer from Invoice Training

I still own property lease a certain amount of money since March do I pay it now before submit the form?	Yes, you can only be reimbursed for actual expenses paid, so pay it first, then request reimbursement
Can Rent payments for Rents due after October be reimbursed for the remainder of the year if paid in advance?	Only expenses through November
Also can I jsut use a square payroll summary for company income?	Lost income is not a reimbursable expense; only actual expenses paid
Is Commerical Insurance Reimbursable? What category should it be placed under?	Yes; probably supplier / vendor
Are bank fees reimburesable?	live answered
Is the full monthly salary amount eligible for FTE? (including payroll taxes)	yes AND you can include payroll taxes
Can I show the check and bank statement that I paid for the rent to prove ?	yes, plus invoice
for set up for the coaching time the Travis county call me I I need to call them on that time I put on that??	Next Step document
Can we pay a couple of months ahead for rent and get reimbursed to help us catch up?	Only expenses through November
Please confirm deadline for submitting March-September expense invoice	Prefer Oct 10 if possible. Oct 15 at latest
for items paid by paypal or venmo how do i show these espenses? provide the paypal email transaction receipt	Yes, that will work for proof of payment. You need invoice as well.
Re: Fuel reimbursement: Can I provide bank statement where it was paid or do I need actual receipt?	bank statement ok but still need invoice
payment HAVE to have been made before sept 30th? Or just before the invoice is submitted?	Ideally Oct 10 invoice will be for expenses up to Sept 30 but exceptions can be made. Next invoice on Nov 10 for Oct expenses
Can we prepay our rent for future months after november and get reimbursed?	Only expenses through November
for business rent, can i just send the lease	yes but also need proof of payment
Where do I go for coaching?	See your Next Steps document that you were emailed
Is a 1099 expense considered a vendor or payroll expense?	vendor

Travis County Thrive Question and Answer from Invoice Training

I didn't get anything sent last friday just yesterday. was that a draft of the monday document sent? I'm unclear what was supposedly sent on friday	The meeting invitation for this meeting was sent along with sample forms. You will receive the updated forms soon.
would pay pal invoice accompanied with bank statment suffice as proof for supplier payment	Yes
for a cell phone purchase for mostly business ok and if it was part personal and business how do you deal with that?	Yes - indicate percentage that is for business use and explain how it was calculated and invoice for that %
when will we get the form for "business still in operation" is it still due on the 17th?	live answered
In my application, I budgeted for a percentage of my expenses for payroll, 1099, expenses, etc. I gather that if my payroll meets the \$40,000 expense, I could just submit for reimbursement for that one expense category. Is that acceptable?	Yes
Can I use only salary expenses for the whole 40,000.00?	yes
How can I submit the documents on zoom grant web or send back directly by email?? Because now the website can't see please to upload Documents.	By email: <a href="mailto:TCTXThrive-Funding@traviscountytx.gov">TCTXThrive-Funding@traviscountytx.gov</a>
i assume since the oct deadline is this week - we submit what we can for the quick turnaround? sorry last question.	Up to you - Oct 10 is preferred deadline and you can submit what you have now or wait until Oct 15 and gather more receipts
how can I put the invoice number? the invoice from the vendor or in voice number from me ???	Invoice from vendor