

## INSTRUCTIONS

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- *Submit a Final Expenditure Report and Invoice within 90 days of the end of the grant's final budget year/project period.*
- Reports must be submitted by email with a completed copy of the Budget Form to [foundation@aana.com](mailto:foundation@aana.com)
- *Any unexpended funds disbursed to the Applicant Organization/Principal Investigator must be returned to AANA Foundation at the time the Final Expenditure Report is submitted. Use the Refund Form to return funding.*
- *Include only the items listed in the line-item budget that were approved by AANA Foundation.*
- *For reporting, you must use the forms provided by AANA Foundation.*
- *Failure to submit complete, accurate, and timely final reports indicates the need for closer monitoring by AANA Foundation. Lack of compliance could result in prohibition from receipt of future grant awards; unexpended funds must be returned.*
- All written inquiries pertaining to the financial accounting report should include the AANA Foundation Grant # if applicable (ex. 2014-G-1), the year the award was given, name of the specific award, title of the project, and PI's name, phone number, email and preferred mailing address. Send inquiries and/or submit the final report to:

AANA Foundation

Subject: Final Expenditure Report  
Foundation@aana.com

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**Date of Submission:** Click or tap to enter a date.

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**Principal Investigator (PI) Name:** Click or tap here to enter text.

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**PI Mailing Address:** Click or tap here to enter text.

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**PI Email:** Click or tap here to enter text.

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**PI Phone:** Click or tap here to enter text.

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**Organizational Representative (OR) Name:** Click or tap here to enter text.

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**OR Email:** Click or tap here to enter text.

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**OR Phone:** Click or tap here to enter text.

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

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**Organization Address:** Click or tap here to enter text.

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**Project Title:** Click or tap here to enter text.

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**Date of Award:** Click or tap to enter a date.

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**Project End Date:** Click or tap to enter a date.

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**AANAF Grant Number:** Click or tap here to enter text.

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**Total Budget Approved:** \$ 0.00

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**Total Amount Previously Invoiced:** \$ 0.00

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**Amount of Funds Remaining:** \$ 0.00

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## RECORD OF EXPENSES

*Please document on this form all expenses related to the award. Undocumented expenses will not be considered allowable and will be billed to the awardee. Unexpended funds must be returned to the AANA Foundation at the time this report is submitted. Receipts are NOT required for any of the documented expenses.*

### DIRECT COSTS

1. Key Personnel Salaries	\$ 0.00
2. Consultants	\$ 0.00
3. Equipment	\$ 0.00
4. Supplies	\$ 0.00

<b>5. Travel</b>	\$ 0.00
<b>6. Other:</b> Click or tap here to enter text.	\$ 0.00
<b>INDIRECT COSTS</b>	\$ 0.00
<b>TOTAL EXPENSES</b>	\$ 0.00
<b>Total Amount of Award</b>	\$ 0.00
<b>Refund Due to the AANA Foundation</b>	\$ 0.00

Click or tap here to enter text.

PI Signature

Click or tap to enter a date.

Date

Click or tap here to enter text.

Signature of Organizational Representative  
Submitting/Approving this Report

Click or tap to enter a date.

Date