

Institution Name	Choose institution name
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#1 Expenditure Report	Pre-Award - December 31, 2024
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Instructions:

Choose your IHE name from the drop down in the top left of this sheet.

All grantees are required to complete Section 1.

The excel workbook is to be sent via Smartsheet to THECB staff for review and approval. Once approved the tab related to the expenditure report **CANNOT** be changed.

For each expenditure, please provide a brief explanation of the costs associated with the budgeted amount under the detailed use of funds.

Budget Changes - Any approved budget amendments for this reporting period should be addressed in this area as well. When entering changes into Column C of the report, funds removed from a budget category must be entered in as a negative number for the column to total 0.

Enter requested information in the fields highlighted in **GREEN** only. **Do not add rows, change formulas, or amend the form in any other way.**

Student Engagement & Awareness Groups additional funding; applicant must complete Sections 1 & 2. If applicant has chosen two populations to serve with the additional funding, all 3 sections must be completed.

Please save file as: Institution Name_SSAP 2.0_#Number Expenditure Report before uploading to expenditure report link. Example : THECB_SSAP 2.0_#2Expenditure Report

(Section 1 Max of \$150,000)

Required	Required	Required	Required	Required	
Approved Budget	Budget Category	Approved Budget Change(s) for this Reporting Period (Column Total Should = 0)	Expenditures for this Period	Remaining Funds in Line Item	Detailed use of funds
\$ -	Administrative Personnel	\$ -	\$ -	\$ -	
\$ -	Other Professional/Support Staff	\$ -	\$ -	\$ -	
\$ -	Fringe Benefits	\$ -	\$ -	\$ -	
\$ -	Travel	\$ -	\$ -	\$ -	
\$ -	Equipment and Supplies	\$ -	\$ -	\$ -	
\$ -	Other Direct Costs	\$ -	\$ -	\$ -	
\$ -	TOTALS	\$ -	\$ -	\$ -	

Section 2: Student Engagement & Awareness Budget & Narrative

Population 1 Select a population

(Section 2 + 3 = Max of \$100,000)

Required	Required	Required	Required	Required	
Approved Budget	Budget Category	Approved Budget Change(s) for this Reporting Period (Column Total Should = 0)	Expenditures for this Period	Remaining Funds in Line Item	Detailed use of funds
\$ -	Administrative Personnel	\$ -	\$ -	\$ -	
\$ -	Other Professional/Support Staff	\$ -	\$ -	\$ -	
\$ -	Fringe Benefits	\$ -	\$ -	\$ -	
\$ -	Travel	\$ -	\$ -	\$ -	
\$ -	Equipment and Supplies	\$ -	\$ -	\$ -	
\$ -	Other Direct Costs	\$ -	\$ -	\$ -	
\$ -	TOTALS	\$ -	\$ -	\$ -	

If you have identified two Student Engagement & Awareness Groups, you must fill out both section 2 and 3. The maximum amount for Section 2 & 3 together is \$100,000.

Section 3: Student Engagement & Awareness Population 2 Budget Narrative (Section 2 + 3 = Max of \$100,000)

Population 2 Select a population

(Section 2 + 3 = Max of \$100,000)

Required	Required	Required	Required	Required	
Approved Budget	Budget Category	Approved Budget Change(s) for this Reporting Period (Column Total Should = 0)	Expenditures for this Period	Remaining Funds in Line Item	Detailed use of funds
\$ -	Administrative Personnel	\$ -	\$ -	\$ -	
\$ -	Other Professional/Support Staff	\$ -	\$ -	\$ -	
\$ -	Fringe Benefits	\$ -	\$ -	\$ -	
\$ -	Travel	\$ -	\$ -	\$ -	
\$ -	Equipment and Supplies	\$ -	\$ -	\$ -	
\$ -	Other Direct Costs	\$ -	\$ -	\$ -	
\$ -	TOTALS	\$ -	\$ -	\$ -	

Required	Required	Required	Required	Required
Approved Budget (Total should match Grant Award Total)	Budget Category	Expenditures for this Period	Remaining Funds in Budget	Short Narrative of Budget Changes
\$ -	Total SSAP 2.0 Grant Funds	\$ -	\$ -	