|  |  |
| --- | --- |
| Grantee Organization Name Street Address  City, ST ZIP Code  Phone | Invoice # XXXXGRANT #: XX-XX-XX-XXInvoice period: date-dateSubmitted on: Date |
| To: Attn: Jessica Lie  Jessica.Lie@coastal.ca.gov  California Coastal Commission  455 Market Street, Suite 200, Room 228  San Francisco, CA 94105 |  |

**PERSONNEL EXPENSES**

|  |  |  |  |
| --- | --- | --- | --- |
| Position title | hours | rate | TOTAL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| benefits |  |
| SUBTOTAL personnel expenses |  |

**OPERATING EXPENSES**

|  |  |  |
| --- | --- | --- |
| expense category | DESCRIPTION, if needed | TOTAL |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| SUBTOTAL operating expenses |  |
| overhead/indirect expenses (Max 10% of personnel expenses) |  |
| **TOTAL due** |  |

Make all checks payable to **Grantee Name**

If you have any questions concerning this invoice, contact **Name, Phone, Email**

Signature: