**Migration and Refugee Services**



Office of Resettlement Services

3211 4th Street NE, Washington, D.C. 20017-1194

Tel: (202) 541-3385 ● Fax: (202) 722-8750

**Afghan Placement and Assistance Additional Direct Assistance Fund**

**Expense Report**

Affiliates approved for the Afghan Placement and Assistance (APA) Additional Direct Assistance (ADA) funding are required to maintain documentation about the use of dollars, which must be utilized for their intended purpose. You will also need to submit an itemized list of payments to USCCB. **All expense reports** must be signed by your agency’s Resettlement Director. Email completed document to: [ClientEmergencyFunding@usccb.org](mailto:ClientEmergencyFunding@usccb.org). **Please remember to encrypt the email since client PII is included on this form.**

\*All funds must be expended **first** before submitting this expense report for **one** complete reimbursement.

|  |  |
| --- | --- |
| **Catholic Charities Agency:** |  |
| **Resettlement Director:** |  |
| **E-mail** |  |
| **Approved Amount ($)** |  |
| **Expended Amount ($)** |  |
| **SIGNATURE** |  |

**Itemized List of Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of**  **Expense** | **Case Number** | **Amount ($)** | **Date of Payment** |
| ***Rent*** |  |  |  |
| ***Utilities*** |  |  |  |
| ***Connectivity*** |  |  |  |
| ***Other (please describe):*** |  |  |  |
| **Total Expenditure** |  |  |  |
| **Total Budget** |  |  |  |