Accrued Expenditure Reports (AER) Process

- AERs are required monthly of all entities holding a contract with EmployIndy, not including vendor or Professional Services Agreements
- All AERs are due the 6th business day of the month unless a holiday falls within the first six business days then it is due the 7th business day of the month
- Each AER must be signed by the authorized representative identified in the contract or designated signer of the organization
- Payments are processed after internal approval by both the Program Manager and Finance department
- All AERs must be sent to finance@employindy.org and the Program Manager

The following documentation must be included for all AERs:

- Payroll/timesheets for all personnel expenses
- Receipts for all program supplies purchased (not including direct participant training supplies)
- Invoices for all sub-contracted work
- Travel receipts (i.e. hotel, parking, etc.)
- Performance/profit documentation, if applicable
- Direct participant list and cost information for training, work experiences, etc. (i.e. supplies, wages, stipends, etc.)