

# Reimbursement Guide for Grantees

Last revised: 11/5/2024

Disclaimer: These procedures are subject to change based on reviewer approval. This is meant as a guide for grantees submitting reimbursements for FVPSA grants.

- Check that the report date, documentation dates, and funds request period reflect all the costs incurred for the month
- Check that match is being/has been reported
- Every line-item containing an amount must have supporting documentation except for direct/administrative costs
- Highlight the expense amounts for reviewer approval and write out the math when calculating percentages for employees/personnel work hours
- Bank and/or credit card statements are required for all categories except indirect costs. Receipts are required for supporting your reimbursement

## Personnel Expenses

Time Sheet for each employee should contain:

- Date range in agreement should match pay stub and reimbursement report
- Employee name and position
- Number of hours worked
- Funding sources and effort percentages when applicable
- Signatures of employee and supervisor
- Pay Stub or Other Payment Documentation
- Date range in agreement with timesheet and reimbursement report
- Salary and personnel claim should match in most cases, any other amounts should be indicated within the documentation
- Funding sources and matches, does the claim reflect effort percentage?
- Time sheet/pay stub calculations should match the amount claimed within EBS when amount varies or is less than 100 percent
- FICA and fringe amounts agree with amounts claimed
- FICA amounts are withheld at the correct percentage
- Fringe deductions are paid to respective insurers
- Are all payments reflected on sub-grantee's bank statement?
- Bank and credit card statements are required for all categories except indirect costs. Receipts are required for supporting your reimbursement. Please ensure that you have highlighted relevant costs being charged to the grant for the month on the statement

## Travel

- Travel Log should match the month and should include supervisor and employee signatures
- Date and time of travel, starting and ending points
- Reason for travel
- Mileage for each trip
- Total mileage
- Mileage rate- As of 1/1/24, the mileage rate is 67 cents per mile.

- Mileage amount claimed
- Bank and credit card statements are required for all categories except indirect costs  
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## Training

- Training attended by agency staff
- Date(s) of training
- Purpose of training
- Agenda
- Prior approval is required for out-of-state trainings
- Training offered by agency
- Trainer information
- Number of attendees
- Sign-In sheet (Do not include attendees who are minors or clients. Unique identifier info can be used here)
- Bank and credit card statements are required for all categories except indirect costs  
Receipts are required for supporting your reimbursement. Please ensure that you have highlighted relevant costs being charged to the grant for the month on the statement

## Client/Victim Costs

- Verify that no pages of documentation contain client names or other personally identifiable information (PII) such as social security numbers. If PII exists, return to sub-grantee for redaction
- Bank and credit card statements are required for all categories except indirect costs  
Receipts are required for supporting your reimbursement. Please ensure that you have highlighted relevant costs being charged to the grant for the month on the statement

## Professional Services

- Verify that contract exists for the service provider
- Has prior approval been received for rates above \$81.25/hour or \$650/day?
- Bank and credit card statements are required for all categories except indirect costs  
Receipts/Invoices are required for supporting your reimbursement. Please ensure that you have highlighted relevant costs being charged to the grant for the month on the statement

## Supplies

- Verify that all expenses are allowable  

All purchases must be within the reimbursement report period and should be supported by receipts
- Verify that claim amount contains no sales taxes
- Verify that claim amounts have posted to the agency's bank and/or credit card statement
- Please ensure that you have highlighted relevant costs being charged to the grant for the month on the statement