

Reimbursement Request Submission Checklist

Rev 11.01.23

Expenses claimed must be connected to the Program and necessary to meet the goals and scope of work.

Every expense for which you claim reimbursement must be accompanied by documentation that substantiates the expense.

Yes	N/A	Staff Salaries/Benefits
		Timesheet for each employee: <ul style="list-style-type: none"> • Paper/Handwritten timesheets: Must be signed by the employee OR Payroll System Time Tracking: Payroll Report that reflects approved timesheet
		Time Summaries/Proof of payment to the employee <i>(Paystub, copy of check, payroll report or documentation approved by the County)</i> Documentation provided shall include the following information: <ul style="list-style-type: none"> • Name of staff or employee who was paid • Pay period dates • Pay date • Hours, rate or salary and amount paid • A total of the wages and/or salaries claimed for the reimbursement request period. • Any benefits and payroll taxes claimed.
Yes	N/A	Mileage Reimbursement
		Mileage Log that includes: <ul style="list-style-type: none"> • Name of the driver • Dates of Travel • To/from locations • Miles traveled • Total mileage cost (mileage multiplied by current IRS rate)
		Proof of payment <ul style="list-style-type: none"> • Shows date of payment • Amount of payment <i>(payment rate at current IRS Mileage standard)</i> • Who payment is made to
Yes	N/A	Purchases & Services
		Itemized Receipts or Invoices from vendor that clearly indicates: <ul style="list-style-type: none"> • The good purchased/services provided • Date purchased / dates in which service provided • Amount of expense
		Proof of payment <i>(If not already indicated on receipt)</i> <ul style="list-style-type: none"> • Shows date of payment • Amount of payment • Who payment is made to
Yes	N/A	Rental (Direct) Assistance
		Documentation Includes <ul style="list-style-type: none"> • Details of client • Amount of assistance • Months in which client assisted
		Proof of Payment <ul style="list-style-type: none"> • Shows date of payment • Amount of payment • Who payment is made to

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Yes	Excel RR Form
	<p>Did you confirm data indicates in black font? *System Automatically performs error-checking for the requested amount. If there is an error the requested amount will be in <i>red and italicized font</i>.</p>
	Work Summary has been filled in about work performed in RR time frame
	<p>Description includes all details about the expense necessary as per the guidelines. <u>Examples:</u></p> <ul style="list-style-type: none"> • Wages-Jane Doe 01/01/23 – 01/31/23 • ABC Apts-Smith May-June '23 • Amazon Invoice #0123456789
	Expenditure Date matches the supporting docs as date payment made
Yes	Supporting Documents
	<p>All required backup documentation has been included in the RR packet.</p> <ul style="list-style-type: none"> • Backup documentation in the same order as the expenses are listed on the Summary Expense Tab on the RR Excel Form. • Backup documentation is clearly marked with vital information for review/approval of the expenditure (Date(s)/Names/Amounts etc.) • The backup documentation is in a minimal PDFs as possible, ideally all in 1 PDF.
Yes	EHF Contracts ONLY
	<p>General Ledger has been included in RR Packet.</p> <ul style="list-style-type: none"> • General Ledger cost category total matches the reimbursement request cost category total. • Total of each cost category on GL are clearly marked/indicated

- *No reimbursements will be made in advance of costs or expenses being incurred.*
- *Costs or expenses incurred and/or paid prior to the effective date of the contract or after its termination are ineligible for reimbursement.*