**TRAINING REIMBURSEMENT CHECKLIST**

Use this checklist to ensure that you correctly complete the documentation required for your training reimbursement. The questions below will help you determine which documents you need to complete and submit. The forms you might need are attached to this file as PDF, MS Word, or MS Excel documents. You’ll find them on the left side of the PDF reader screen, noted with a paperclip symbol. Please use as many copies of these documents as necessary to complete your reimbursement documentation. Where indicated, please use your agency letterhead. Following the checklist are samples of a completed Summary Page and an Exercise Overtime/Backfill Summary Sheet.

**The documents listed below are required for all Training Reimbursements:**

 Sign-in sheet or vetted roster: A Template Sign-In Sheet is attached.

Cover Letter: A Template Cover Letter is attached. ***Note in your letter if HSEM has tied your Training to the State THIRA/SPR***

Agenda or flyer with hours to match each training component or course number from DHS with synopsis

 Student certificates and/or NHFA Course Completion for each attendee

 Please be aware food is not an allowable expense for a standard training event.

**Questions 1 through 4 explain the specific documentation that may be required, depending upon the nature of your request:**

1. **Are you requesting reimbursement for overtime/backfill of attendees?**

**No:** Skip to question 2

**Yes:** Please provide the documentation listed below:

*Notes: Overtime paid as compensatory time cannot be reimbursed. Overtime and backfill is paid by the municipality of agency via payroll; Grants Management then reimburses municipality or agency. Only time in class is reimbursable. Retirement rates must be current.*

A Request for Overtime/Backfill Reimbursement Form must be completed for each person and signed by an authorized official. (*Ensure that requests match Excel calculations*). A blank Request for OT-Backfill Reimbursement Form is attached.

A completed Excel Spreadsheet summarizing personnel OT/Backfill; signed by authorized official (*Ensure requests match OT/BF Form and payroll documentation*). A blank OT/BF Excel Worksheet is attached and a sample of a completed form follows this checklist.

Payroll documentation showing the overtime rate, hours, and total pay (which serves as proof of payment); signed by an authorized official. (*Ensure that requests match Excel summary calculations.*)

A Volunteer Declaration Form; *if volunteers participated*. A blank Volunteer Declaration Form is attached.

1. **Are you requesting reimbursement for expenses paid to a contractor?**

**No:**  Skip to question 3

**Yes:** Please provide the documentation listed below:

Proof of bidding process for contractor (see 2 CFR §200.318 through §200.320)

 Copy of the signed contract with contractor

 Copy of the contractor invoice(s)

 Proof of payment (front and back copy of cancelled check paid in full, or credit card statement with the charge and the next month’s credit card statement showing payment of the statement with the charge on it was paid)

1. **Are you requesting reimbursement for other vendor services provided during this event? (*Note: food is not a reimbursable expense*)**

**No:** Skip to question 4

**Yes:** Please provide documentation listed below:

Invoice(s) or detailed receipts taped on 8 ½ x 11 paper with date and description of service. Alcoholic beverages are not an allowed expense (see 2 CFR §200.423). A credit card slip with payment but no detail is not acceptable.

 Proof of payment (front and back copy of cancelled check paid in full, or credit card statement with the charge and the next month’s credit card statement showing payment of the statement with the charge on it was paid)

1. **Are you requesting reimbursement for one-time use supplies utilized during this event?**

**No:** Review the attached documentation for completeness, and send to the Exercise Training Coordinator

**Yes:** Please provide documentation listed below:

List of what was purchased, why and when it was used

 Invoice(s), or receipts taped on 8 ½ x 11 paper

 Proof of payment (front and back copy of cancelled check paid in full, or credit card statement with the charge and the next month’s credit card statement showing payment of the statement with the charge on it was paid)