

# CCCHP Reimbursement Request Checklist

Have you submitted the required documents? Here is a list:

## **Backup Documentation**

- Have you included documentation that shows payment was made for each of the above categories?  
For the Grant and match shares, the following documentation is considered necessary backup:

## **Personnel (Timesheets)**

- Have you or other staff working on the project and the appropriate supervisor signed and dated the timesheets?
- Do they clearly identify the day, month and hours spent on the grant project?
- Have you identified the hourly rate (including benefits) at which the work is being charged?
- Have you submitted documentation to justify the hourly rate? Is the hourly rate at or below the rate of \$82.49?
- Was the work completed during the contract period?

## **Consultant Services**

- Have you enclosed the invoice from the consultant? A copy or original is fine.
- Does the invoice clearly indicate the time period in which the work was performed?
- Has the invoice been signed and dated by the consultant?
- Was the work performed during the contract period?
- Did you include all necessary copies of cancelled checks, bank statements, receipts, etc. to prove payment?

## **Travel Claims**

- Has each individual completed the travel form if necessary?
- Are the original signatures on the travel form for both the individual and the project director?
- Was the travel completed during the contract period?
- Is the requested travel reimbursement at or below the allowable federally approved rate?
- Tips or gratuities are not reimbursable. Have you adjusted your travel claim(s) accordingly?

## **Supplies/Operating**

- Were these expenditures identified in your original project budget?
- Were these expenditures within the contract period?
- Have you included copies of all receipts/invoices? Are they clearly identified?
- If a receipt includes items not reimbursable with grant funds, are the items being claimed highlighted?
- Were the supplies purchased during the contract period?
- Were the operating expenses performed during the contract period?

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## **Donated Equipment/Material Forms**

- If necessary, have you completed the "**Value of Donated Equipment**" form?
  - Is the supervisor's original signature on the "Value of Donated Equipment" form?
  - Is the hourly rate identified? Is the hourly rate at or below the rate of \$82.49?
  - Are the equipment operator's original signature(s) and the volunteer's supervisor's original signature on the form?
  - Was the use of the donated equipment done during the contract period?
- If necessary, have you completed the "**Value of Donated Material**" form?
  - Is the supervisor's original signature on the "Value of Donated Material" form?
  - Is the current fair market value identified and justified?
  - Is the date of the donation identified on the form?
  - Was the donation made during the contract period?

## **Donated Labor Forms**

- Has each volunteer completed a "Value of Donated Labor" form if necessary?
- Are the original signatures on the "Value of Donated Labor" form from both the volunteer and the volunteer's supervisor?
- Is the wage rate identified and justified? Is the hourly rate at or below the rate of \$82.49?
- Are the month, day and hours worked identified on the form?
- Was the work performed during the contract period?

## **Other Expenditures**

- Were these expenditures identified in your original project budget?
- Were these expenditures within the contract period?
- Have you included copies of all receipts/invoices? Are they clearly identified?
- If a receipt includes items not reimbursable with grant funds, are the items being claimed highlighted?