



Processing Reimbursement Request

Approval date: December 6, 2019

Policy

Federal funds are billable on a cash basis. This means subrecipients will be paid after costs have been incurred *and* expensed. Requests for reimbursement must be supported with proper documentation and in a format directed by the ICDVVA.

Subrecipient budgets are submitted during the application phase and are finalized prior to signing ICDVVA contracts in June annually. Expenses charged to the subgrant must be allowable under the appropriate funding source (VOCA, FVPSA, State DV Project Fund). The ICDVVA reserves discretion over final determination of allowable expenditures. Additionally, subrecipients cannot submit reimbursement requests for items not approved in the final budget, unless a subrecipient has submitted a Budget Adjustment Request that has been reviewed and approved by ICDVVA Grant Manager(s) and/or Executive Director.

Expense periods and requests for reimbursement shall not exceed forty-five (45) calendar days from the last date of the expense period. If the period exceeds forty-five (45) calendar days, it will be viewed as a non-compliance issue. ICDVVA reserves the right to deny reimbursement. Final reimbursement requests at the end of the state fiscal year must be submitted by July 31 of the following fiscal year (i.e. July 31, 2020 for closeout of state fiscal year 2019), no exceptions.

The subrecipient shall expend funds received only for the purposes and activities covered by the subrecipient's final signed budget and within the guidelines of the funding source. The subrecipient adopts all responsibility for ensuring any ICDVVA funds are used in adherence to funding source guidelines and the subrecipient agrees that funding may be terminated, suspended, reduced, or requested to pay back at any time by the ICDVVA if the subrecipient fails to comply with the provisions of the ICDVVA, certified assurances, or special terms and conditions contained within the subgrant.

Procedure

- Subrecipients must submit reimbursement requests utilizing the Grant Administration Workbook provided by ICDVVA staff at info@icdv.idaho.gov. The form must match the final approved budget categories and amounts.
- The following must be verifiable for each employee payroll:
 - a. Employee name
 - b. Pay period beginning and end dates
 - c. Funding source

- d. Hours worked
- e. Rate of pay
- f. Fringe benefits calculation
- g. Total pay must tie out to hours worked by funding source, rate of pay, and fringe benefits
- h. Date paid for pay period on timesheets
- i. Employee signature and date
- j. Manager/supervisor signature and date
- k. Benefits such as medical and dental insurance paid to/for employees need supporting documentation in the form of invoices showing charges to and proof of payments from subrecipient when these are applicable
- l. Employer taxes and Worker's Compensation cost must be provided for calculations for each employee. Supporting invoices to and proof of payment from subrecipient for Worker's Compensation are required.

****Employee must be paid for actual hours worked, not a percentage of the grants****

- The following operating expenses must be verifiable and documentation provided within the guidelines below:
 - a. Mileage:
 - i. Mileage must be tracked by employee, not in aggregate
 - ii. Maps demonstrating mileage must be included
 - iii. Mileage to and from work from home is unallowable
 - b. Rent
 - i. A copy of the lease agreement must be included in each subrecipient file
 - ii. An invoice and proof of payment (i.e. check, credit card statement, etc.) must be included to verify total
 - c. Other expenses
 - i. Itemized invoice from vendor
 - ii. Receipt
 - iii. Check number
 - d. Travel
 - i. Unless a subrecipient has submitted travel policy that has been reviewed and approved by the ICDVVA, subrecipients will follow the State of Idaho travel policy. The following items are required:
 1. Travel voucher for each employee
 2. Receipts for all travel expenditures
 3. Maps for mileage
 4. Airline receipts
 5. Registration receipts
 6. Ground transportation receipts
 7. Baggage receipts
 8. Agenda from the conference
 9. If meals are provided, these must be deducted from the daily per diem