Request for Reimbursement Checklist & Instructions

Use the checklist below to determine what to include in your Request for Reimbursement (RFR) package.

General Information

Include these forms as part of every RFR package:

☐ RFR Coversheet Form

If needed based on expenses:

☐ HMA RFR Worksheets

Payroll/Labor Costs

Internal Payroll

Include each of the following:

☐ HMA RFR Worksheets or equivalent summary
☐ Timesheets
☐ Payroll Report with Salary Breakdown

Volunteer Labor/Cost Share/In-Kind Labor

Include each of the following:

☐ HMA RFR Worksheets or equivalent summary
☐ Cost Share Forms

Receipts/Invoices

Proof of payment and one of the following:

☐ Invoice

☐ Receipt

Professional Services/Contracts

Proof of payment and the following documentation for each contract and subcontract:

☐ Bid Documents
☐ Contracts
☐ Amendments

☐ Invoice
☐ Advertising Proofs (if applicable)
☐ Travel Documentation (if applicable)

Travel & Training

Include the Travel Information Form for all travel, trainings, or conferences. Include proof of payment and the documentation below if applicable:

Mileage

☐ Mileage Log
☐ Google Map

Lodging

☐ Itemized Hotel Invoice

Training/Conferences/Event

☐ Agenda
☐ Brochure or Flyer
☐ Name(s) of attendee(s) and Business Purpose

Meals

☐ Itemized Receipt (tips/alcohol not reimbursable)
☐ Name(s) of attendee(s) and Business Purpose

Meetings

Include the items in either column:

☐ Minutes with Attendance List

☐ Sign in Sheet
☐ Agenda

Equipment

Include the following documentation including proof of payment based on how the equipment was purchased:

Rental

☐ Equipment Summary Sheet
☐ Invoice

Purchase

☐ Bid
☐ Contract (if applicable)
☐ Invoice

Proof of Payment

The following are examples of proof of payment:

☐ Cleared Check Front and Back
☐ Credit Card Statement
☐ Bank Statement
☐ General Ledger Showing Payment

☐ Screen Shots of Financial Management System
☐ ACH Proof of Payment
☐ Invoice Showing Paid in Full

Request for Reimbursement Information

Request for Reimbursements (RFRs) with complete documentation help ODEM process reimbursements quickly and for the full reimbursement amount. Any expenses that are not documented appropriately will not be reimbursed. Those expenses can be resubmitted with proper documentation.

Information about eligible expenses can be found in Title 2 Code of Federal Regulations (CFR). To view an electronic copy, go to https://www.ecfr.gov/current/title-2.

General Information

Reimbursement request can take a few weeks to process. RFRs will be processed quickly if they include the required back up documentation. If you have any questions about what is required as back up documentation you can contact us to set up a meeting or send an email with your questions.

HMA Accountants:

Kristine Burrow	Kristine.Burrow@oem.oregon.gov	(971) 719-0217
Yu Chen	yu.chen@oem.oregon.gov	(971) 719-0650

Budget

If you are overbudget in a category or if you think you will be overbudget, contact us as soon as possible so we can help determine if a budget amendment is possible. We cannot make a payment on a RFR when a category is overbudget.

RFR Coversheet Form

The RFR Coversheet Form needs to be included with each reimbursement request. The budget table will calculate the totals and the amount of Federal funds to reimburse.

If you noticed that you are overbudget in a budget category, contact the Hazard Mitigation inbox at oem.hazardmitigation@oem.oregon.gov to find out if you can make an adjustment to your budget. RFRs can't be paid until a budget adjustment is completed if a category is over budget.

Send your RFR to oem.hazardmitigation@oem.oregon.gov. Using an email for an accountant or program staff may delay your RFR review and reimbursement.

HMA RFR Worksheets

These worksheets help the accounting staff to quickly match up the expenses included in the RFR. Include these forms with your RFR when you have front loaded match, overmatch, payroll, and cost share. If you have comparable reports, you can submit those instead. These worksheets alone will not be sufficient backup for your RFR.

RFR Information Summary

The RFR Information Summary is the first tab in the HMA RFR Worksheets. This sheet is used to list the items included in the RFR. This form will help the accountants reconcile the RFR documents. This form should be used with each RFR for 100% of the expenses for the period, including both the items for reimbursement and for match.

Federal Funds vs. Match Tracker

The Federal Funds vs. Match Tracker is used when you apply more match funds than required in the beginning of the grant (front loaded match) or during the grant (overmatch). The form keeps track of the percentage of match available. The percentage of match must be above or at the percentage required by the grant. If there is additional match funds, those funds can be applied to an RFR in the future. The Federal Funds vs. Match tracker will let the accountants know what amount you'd like to get reimbursed and what you are using as match.

Personnel Calculation

The Personnel Calculation Worksheet will record information on the dates and hours worked on the project. This worksheet will also help calculate the hourly rate. Use this form to record personnel costs for reimbursement. Include approved timecards and payroll reports to support these calculations.

Fringe Benefit Calculation

The Fringe Benefit Calculation Worksheet breaks down the fringe benefits as required by the grant. Use this worksheet to record the fringe benefits for staff time in the RFR. Include payroll reports or paystubs to support these calculations.

Payroll and Labor Costs

Internal Personnel Costs

Internal personnel costs refers to an organization's payroll expenses for their own employees. See Title 2 CFR §200.430 & §200.431, §200.470, for more information about personnel cost requirements.

Submitting personnel expenses for reimbursement requires documentation on the salary and fringe benefits paid by the employer. Using project codes or work charge codes will help keep track of the hours used for grant work and other tasks. If this is not available in your payroll system you can use detailed timecards to keep track of the time.

The fringe benefits submitted with the salary expenses will need to be broken out by category to show that each expense is eligible for reimbursement. These expenses must be paid by the employer. Overhead and transportation taxes are not eligible. For more information on what is allowable see the 2 CFR sections above.

To get reimbursement for personnel and fringe expenses include the following documentation:

- Detailed report showing the salary rate and the fringe benefits paid to the employee for the time worked on the grant project. The report should come from the official payroll system.
- Detailed timecards that show what hours the employee worked on the project and what hours were spent on other tasks during the pay period. These timecards should be signed or digitally approved.

External Personnel Costs

External payroll should be submitted using cost share forms. See Cost Share below.

Cost Share

Cost share is used for volunteer labor, in-kind services, or donations. The value of cost share can only be used for match and cannot be reimbursed without proof the volunteer was reimbursed by the sub-recipient through an agreement.

Cost Share – Labor

Cost share for labor expenses can be difficult to document. There are several ways to use volunteer or in-kind services. The most commonly used way to report the donation of labor is using the volunteer's salary rate if the work is similar to the work they are doing for the grant project. If the salary rate is used, the volunteer must fill

out the Cost Share Labor form. The salary rate and fringe benefits must be certified by their Finance Manager or HR Manager. The same rules apply to the types of fringe benefits that are eligible as listed above.

The current volunteer rate for the State of Oregon can be used in place of a salary rate. Go to https://independentsector.org/resource/value-of-volunteer-time/ and download the report to find the volunteer rate for Oregon during the year the work was completed.

The Oregon Bureau of Labor and Industries Prevailing Wage Rates can be used by selecting the type of work being done and the BOLI rate for that type of work. Go to https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx and search for the type of work. The website will provide the description of the work and the labor rate per hour. Print the page for the prevailing wage and highlight the rate you are using to include with your RFR.

The form will need to list the dates and hours work, and a description of the work done. The volunteer must sign the form and the form should be submitted with the RFR for each volunteer.

Cost Share – Other Expenses

Other expenses can also be donated to the grant project. The expenses will be listed on the cost share form. A detailed receipt or invoice, and proof of payment will need to be included for each expense. See proof of payment below for more information.

If mileage is used by the volunteer, use the mileage section showing the date, the reason for the trip, and the total miles. Look up the current IRS mileage rate to calculate the value of the mileage. Include a Google Map showing the trip from start to finish or include a mileage log with the beginning and ending odometer reading for the trip.

Receipts and Invoices

Follow your purchasing guidelines when making purchases for grant reimbursement. These purchases must include proof of payment and a receipt or invoice from the vendor. The receipt or invoice will need to include:

- Date purchased
- Vendor information
- Description of items purchased
- Cost of items purchased
- Proof of purchase

Some purchases will need to include bidding documentation and a contract for the items or services purchased. See 2CFR Section 200.320 for the methods of procurement to be followed. You can find an online version of the section here: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.320. You can also refer to the State of Oregon Buy Decision methods at https://www.oregon.gov/das/OPM/Pages/method.aspx.

Professional Services/Contracts

Professional services and contracts must at a minimum follow the State of Oregon procurement policy or the subrecipient procurement policy if it is greater than the state procurement policy. FEMA provides a one-hour training called Purchasing Under FEMA Awards Training: Standard PUG Training monthly. This training may be helpful if you have questions about purchasing. Go to https://www.fema.gov/grants/procurement/training#schedule to find the current training schedule. If requesting reimbursement for services or items purchased with a contract include:

- Fully executed contract
- Any amendments to the contract

- Bids (if applicable)
- Copy of procurement policy
- Invoices with a detailed breakdown of the costs
- If procuring through a sole source vendor include justification on why a sole source vendor was selected.

Travel & Training

All travel must be submitted at rates equal to or below the GSA Per Diem Rates for the travel period or at the IRS mileage rate. Go to https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877 for the current GSA Per Diem Rates.

Mileage will be reimbursed using the current IRS mileage rate. Mileage must include a Google Map showing the starting and ending points with total mileage, or by using a mileage log. The mileage log must include the starting and ending odometer readings for the trip. Include a description of the purpose of the trip with your RFR.

Training and conference expenses need to include receipts for registration with a detailed description of the training or conference. Also include a reason for the training or attending the conference, and an agenda or brochure.

Meetings

Expenses for the meeting need to include the minutes for the meeting showing the attendance or an agenda and sign-in sheet for the meeting.

Equipment

Equipment used during the grant project and submitted for reimbursement will need to use the FEMA approved equipment rate. Go to https://www.fema.gov/schedule-equipment-rates for the current equipment rates. Use the FEMA Force Account Equipment Summary Record to record the equipment used and rates. Go to https://www.fema.gov/sites/default/files/documents/fema_force-account-equipment-summary-record-FEMA-Form-FF-104-FY-21-141_102021.pdf to download the form.

Proof of Payment

Proof of payment is required for all expenses included in the RFR. Proof of payment can include:

- Payroll reports showing the payments made to employees.
- Copies of cleared checks (front and back).
- Bank or credit card statements showing the payment.
- Detailed general ledger showing the vendor name, invoice number, payment amount, payment date, and check/warrant number.
- Screen shot from the financial management system showing the check clearance date, vendor name, invoice number, payment amount, payment date, and check/warrant number.
- ACH payment document showing the vendor name, invoice number, payment amount, and payment date.
- Invoice showing the payment was made in full with detailed description of the purchase.

Management Costs and Indirect Costs

Management and indirect costs are provided on some grants up to 5% of the costs of the grant expenses for administration tasks related to preparing request for reimbursement, quarterly reports, closeout, etc. For more information on what qualifies as a management cost go to Frequently Asked Questions: Hazard Mitigation Grant Program Management Costs Policy (Interim) (fema.gov).

To receive reimbursement for management costs or indirect costs, documentation is required for personnel or other expenses related to the administration of the grant. Identify which expenses are management costs on the documentation submitted.