REIMBURSEMENT REQUEST CHECKLIST

☐ **W-9 and Direct Deposit Form (EFT) with Voided Check or Deposit Slip**

- Have you submitted the required documents? No need to submit them again unless information has changed. For example, submit a new EFT if you have changed bank accounts.

☐ **Completion Report / Reimbursement Request Form**

- Is it filled out correctly and signed?

☐ **Timesheets**

- Have you or other staff working on the project **and** the appropriate supervisor signed 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 of the hourly rate (i.e. letters from your accounting or HR dept.)?
- Was the work completed during the contract period?

☐ **Volunteer Services**

- Has each volunteer completed a "Value of Donated Labor" (Form R-02) or some similar documentation of their time?
- Are there signatures on that documentation from both the volunteer **and** the volunteer's supervisor or project director?
- Is the wage rate identified and justified?
- Is the month, day, and hours worked identified on the form?
- Was the work performed during the contract period?

☐ **Consultant Services**

- Have you enclosed the invoice from the consultant?
- Does the invoice clearly indicate the time period in which the work was performed?
- Does the invoice clearly indicate the work performed for these charges?
- Have you included documentation showing that this invoice has been paid?
- Was the work performed during the contract period?

☐ **Mileage**

- Has each person completed the "Mileage Log" (Form R-03) or similar documentation?
- Are there signatures on the "Mileage Log" form from both the individual **and** the project director?
- Was the mileage driven during the contract period?
- Is requested mileage reimbursement at or below the allowable federally approved rate?

☐ **Other Expenditures**

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

☐ **Proof of Payment**

- Have you included documentation that shows payment was indeed made for each of the above categories?