

Reimbursement Guidelines
National Police Athletic League (NPAL)
Mentoring Program

December 10, 2016 to November 22, 2017

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Reimbursement Process

Budget Updates and Approval

- All PAL chapter program budgets must be approved by FirstPic, Inc., and National PAL (NPAL).
 - Reimbursement requests will only be processed if the budget has been approved.
 - Modification requests to the approved program budget must be submitted and approved on the online reporting system prior to creation of a new reimbursement, with justification for the change. ***(The system will not pull the new information into a new reimbursement until the new budget has been approved, not just once it's submitted).***

Reimbursement Requests

Chapters are required to submit monthly reimbursement requests via the on-line reporting system by the 15th of every month (or 1st business day after) for expenses incurred during the previous month. Expenses for December, January and February are due on March 20th. See schedule below. ***If reimbursements are not submitted on time or need multiple revisions, we cannot ensure a timely payment of the reimbursement.***

Date Range for Reimbursement Requests

- Reimbursement request reporting periods can be **based on pay periods**, not necessarily the calendar month.
 - For example, if your organization pays bi-weekly, your March reimbursement may be March 6th – April 2nd to span 2 complete pay periods. April's reimbursement would be April 3rd – April 30th, and so on
 - The only pay periods that should be split on a reimbursement request would be the beginning of the grant year, the end of the calendar year, and the end of the grant year.

Reimbursement Request Review

- 1) FirstPic, Inc. reviews reimbursement requests for allowability of costs in accordance with the signed Letter of Agreement (LOA) and all applicable federal guidelines.
- 2) FirstPic, Inc. staff will return the reimbursement request to the local chapter in the on-line reporting system with any questions or required corrections (this will generate an email with notes on the changes needed).
- 3) You must go into the online reporting sites to make the required changes. Please respond to these questions/corrections in a timely manner. This will result in a quicker turnaround time for the processing of the reimbursement check.

- 4) Once approved by FirstPic, Inc., the request will advance in the on-line reporting system to NPAL for final approval. Your chapter will receive an email letting you know that your request has been approved.
- 5) Upon final approval the request will be included with those due for drawdown from OJJDP. Once NPAL has received the funds from OJJDP, NPAL will send a check or electronic payment to the chapter for all allowable expenses (an email will be sent to the chapter once the check has been cut or electronic payment has been made).
- 6) Emails will go to the user who creates the reimbursement request. It is the chapters responsibility to forward this email to others that may need notification of reimbursement status or have them sign on to the online reporting site where you can see the status of all reimbursements.

We anticipate the approximate turnaround time for submission of an accurate and on-time reimbursement request to be paid will be in approximately 30 days. It is important to note that this only applies to requests submitted *correctly* and *approved* by the deadline. Failure to submit accurate information on time will result in payment being delayed.

Reimbursement Request Due Dates:

Reporting period (based on closest pay period)	Due Date
December 2016 expenses	March 20, 2017
January 2017 expenses	March 20, 2017
February 2017 expenses	March 20, 2017
March 2017 expenses	April 17, 2017
April 2017 expenses	May 15, 2017
May 2017 expenses	June 15, 2017
June 2017 expenses	July 17, 2017
July 2017 expenses	August 15, 2017
August 2017 expenses	September 15, 2017
September 2017 expenses	October 16, 2017
October 2017 expenses	November 15, 2017
November 2017 expenses	December 15, 2017

Documentation

All required documentation must be attached in PDF Format along with your reimbursement request.

Legible Documentation –

- Documentation must be provided for all reimbursable costs. All receipts and documentation must be legible.
 - If you submit a large number of receipts, you must provide a summary document of the costs claimed and the budget categories being charged.
 - If all items on a receipt are not for NPAL Mentoring, you will need to cross out items not being submitted for reimbursement.
 - If all items on a receipt are not for the same budget category or line item, you will need to indicate on the receipt where each item is being claimed.
 - If an item is not easily identifiable by its description on a receipt, you will need to write in the name/description of the item. Copies of credit card bills are not acceptable receipts.

Summaries can be handwritten on the document or typed up using the format below, **however please note that legibility and presence of your calculations will ensure a more rapid approval process.** (If we have to send back because we can't read the handwriting or can't understand how you arrived at your total amounts, it may move your reimbursement request into a later drawdown and delay your payment)

Communication between the chapter's program and finance staff (or whoever prepares the reimbursement forms) is necessary to ensure that the required explanation supports the claim.

Allowable costs: All expenditures must be directly related to the implementation of the NPAL Mentoring program. For any item purchased with NPAL Mentoring funds, the NPAL Mentoring program must have priority use of the item, above any other Club program.

Sample Summary of Receipt Items

Supplies:

<i>Office Supplies</i>		
2/6/2017	Staples	\$42.65
2/12/2017	Target	\$78.51
2/20/2017	Walmart	\$14.65

TOTAL		\$135.81
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<i>Snacks</i>		
2/7/2017	Trader Joe's	\$50.25
2/13/2017	Target	\$29.65
2/24/2017	Safeway	\$31.18
TOTAL		\$111.08

Personnel Costs

Required documentation for Personnel Costs

- Submit the payroll information (pay stubs or payroll ledgers) for the pay periods included in the reporting period.
- Time cards/activity reports must also be submitted for **all** employees, **hourly and salaried**. We **strongly encourage** you to use the Activity Report template provided by FirstPic, Inc.
- This will help expedite the reimbursement process (although we understand if your organization requires the use of another format).
 - Please note, although we have provided this template as an Excel worksheet, you will still need to scan and attach to your reimbursement as a PDF.

Vacation and Sick Leave

- **Salaried employees at 100% of their time** may be paid for vacation and sick leave;
- **Salaried employees at less than 100%** can be paid for vacation and sick leave at the percentage of time they are charged to the grant in any one reimbursement request (i.e. if an employee works 50% of the month on the grant and took 32 hours of vacation during that month, 16 hours of that can be charged to the grant but notes must be made in the reporting system)
- However, **hourly employees** who are not working 100% on the program may not claim time against the grant for any leave time (holiday, vacation, sick, etc.).
- **Time cards/activity reports** are required for salaried employees, hourly employees and contract employees that are doing programmatic work.
 - Time cards/activity reports must include a column for time spent on the NPAL Mentoring program and be signed by both the employee and the supervisor.

- For salaried employees, percentage of time requested for reimbursement must match percentage of time spent working on NPAL mentoring according to the employee's activity report. **(Note: These funds cannot be used to pay overtime.)**
- Staff names and Position titles, as they correspond with the approved budget, need to be written on the pay stubs or payroll ledgers.
- All start and end dates for all pay periods included in the request need to be written on the payroll documents, if not already printed on the documentation.

Change or pay rate during reimbursement period

- If an employee receives a pay rate change, you will need to prorate the pay rates. Then you will make a note for that employee that includes the date range for the first rate and the date range for the second rate.

Change of staff

- If an employee leaves in the middle of the grant, you must make them "inactive" in your budget before you can add a new employee. You can do this by clicking on Update Budget, selecting the employee who has left, selecting "inactive" in the dropdown list in the upper right corner and then clicking "update". To add an employee click Add under "Add Personnel Items" and enter the required information. Remember that you must wait for your updated budget to be approved before you start a reimbursement. If you do not then any changes made to the budget will not be reflected in the new reimbursement.

Fringe Benefits

- Fringe benefits are calculated based on a percentage of time worked on the grant. Enter the total monthly employer-paid benefits and the system will calculate the amount to be allocated to the grant.
- If you enter any amounts for "other" you will be required to enter a note explaining what these benefits are.
- If you enter fringe for reimbursement, then you must provide documentation showing that the benefits were paid to the employee. All benefits documents should be combined into one PDF and uploaded.

Travel

National Training Travel Reimbursement

- If you submitted the separate Travel Reimbursement for the National Training, you do not need to include this in your reimbursements. If you did not submit the separate Travel Reimbursement, you can include these costs in your January reimbursement request. However, you must include all receipts (not just the summary page) in order to get reimbursed.

Travel Receipts

- Must be provided for all expenses related to required program travel (National Training, Teen Summit). This includes:
 - receipts for airline travel (including name of passenger, cost of flight/baggage fees, etc, and proof of payment);
 - mileage log (if you are close enough to drive);
 - receipts for all hotel stays;
 - receipts for airport parking/local transportation;
 - proof of payment for per diem.

Local Travel

- A mileage log or Google Map (or other online map program) printout is always required that shows the actual mileage incurred and the purpose of the travel.
- When traveling by personal vehicle, you will be reimbursed in accordance with the current Federal mileage rate; unless your chapter has a mileage reimbursement rate (cannot exceed \$.535/mile effective 1/1/2016).
 - FirstPic, Inc. will notify the chapters if the Federal government changes the mileage rate during the award period.
- When traveling by chapter vehicle, sites will be reimbursed for gas, not mileage. Gas receipts are required when being reimbursed for travel by chapter vehicle and amount requested for reimbursement should reasonably reflect amount of gas used for mileage incurred.

Community service project

A separate budget will be created for your Community Service Project during the grant year. All of the same reimbursement guideline apply, but notes should clearly state that expenses are part of the Community Service Project.

Unallowable costs

As a reminder, the following costs are unallowable and should not be submitted on any reimbursement request:

- Equipment, such as computers, printers or copiers
- Furniture
- Meals – unless an off-site event will span the mentees' regular meal time
- Food costs for meetings or events that youth are not participating in
- Reimbursing staff for travel to or from work
- Reimbursing mentors for travel to or from activities
- Incentives or gifts for mentors
- Rent or facility costs
- Utilities (phone, internet, etc)
- Shipping and postage

Questions

If you have any questions about the reimbursement process, please contact David Cook at 443-302-2080 or dcook@firstpic.org