



Reimbursement Request Overview

Outline of Financial Reimbursement Topics

- Reimbursement Request Due Dates
- The Reimbursement Request Process
- Helpful Tips for Successful Requests
- Supporting Documentation Review
- Examples of Allowable vs. Unallowable Costs
- Budget Revision Overview
- Online Reporting Site Examples

Reimbursement Request Process

Reimbursements must be submitted according to the following schedule. Not doing so may place the Club in non-compliance status.

Reporting period (based on closest pay period)	Due Date
September - October 2020 expenses	November 16, 2020
November - December 31, 2020 expenses	January 20, 2021
January 1 - February 2021 expenses	March 15, 2021
March - April 2021 expenses	May 17, 2021
May - June 2021 expenses	July 15, 2021
July – August 31, 2021 expenses	September 24, 2021



Reimbursement Request Process

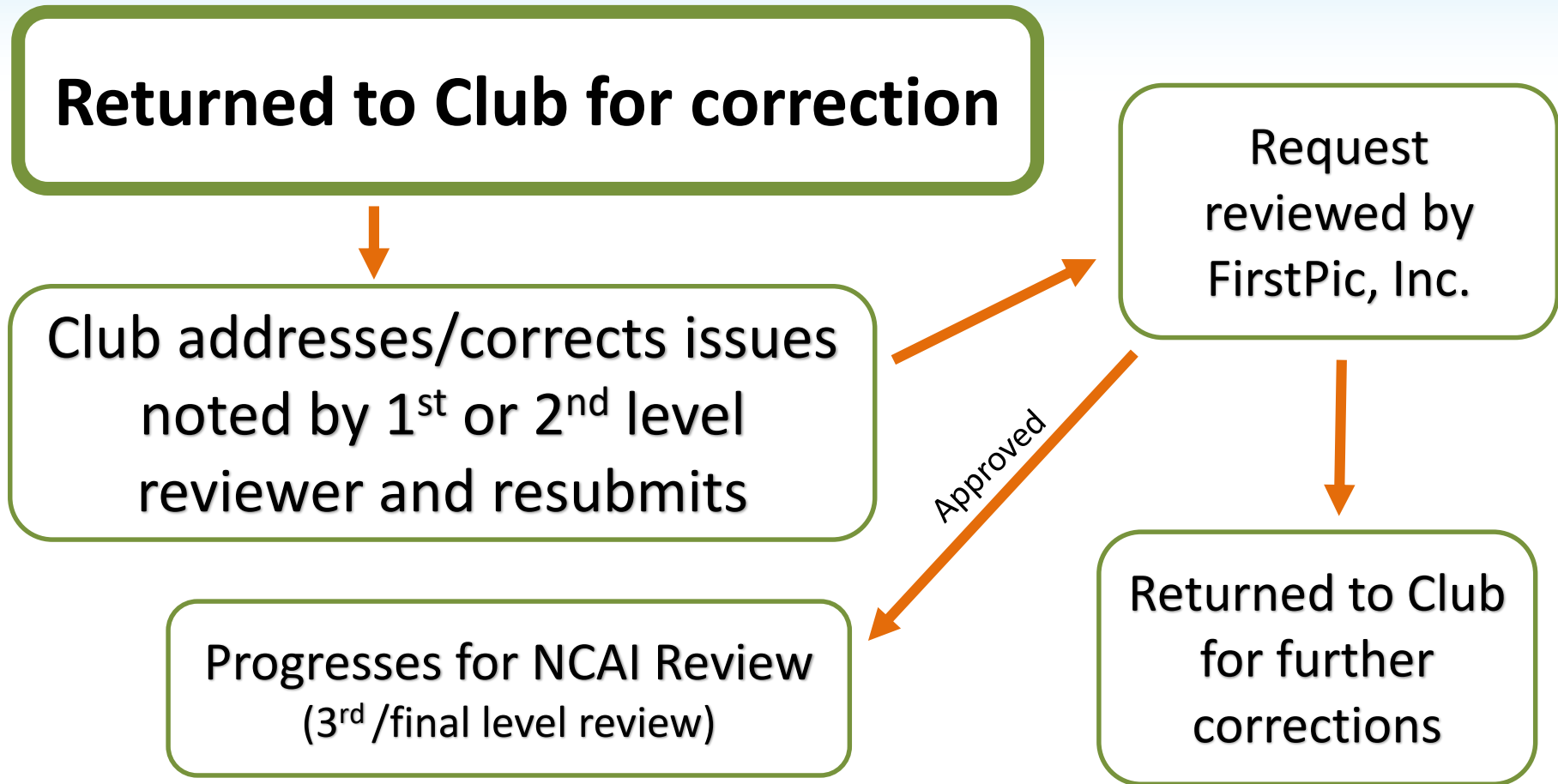
FirstPic, Inc. reviews request
(1st and 2nd level review)

Approved

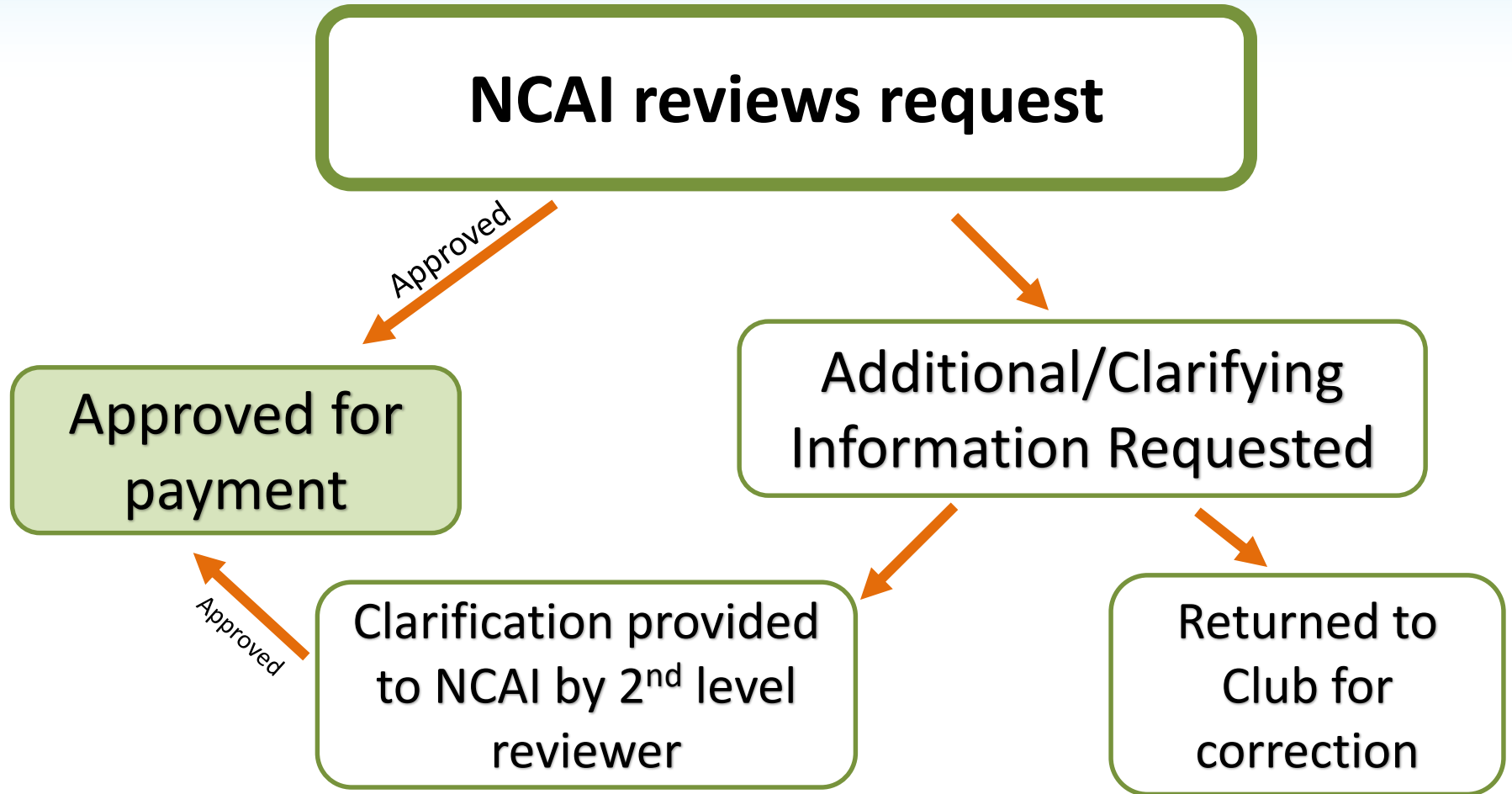
Progresses for
NCAI Review
(3rd /final level review)

Returned to Club for
correction

Reimbursement Request Process



Reimbursement Request Process



Helpful Tips for Successful Reimbursement Request

- Reporting dates for reimbursement requests are determined by the **pay periods**, which are not necessarily calendar months. Pay period dates **must** match reporting dates.
(exceptions: beginning of program year, new calendar year, and end of program year)
- If insurance costs were included in your budget, reimbursement request dates need to begin and end as close to the first and last day of the month as possible, based on pay period dates.
- Reporting dates for reimbursement requests may not overlap.
- It is recommended that reimbursement requests be limited to four or less pay periods. However, the system will accommodate up to 10 pay periods per request.
- Attachments must be uploaded as PDFs. **Size limit: 10 MB**
- Expenses need to be entered into the correct line items.

Helpful Tips for Successful Reimbursement Request

- Include required summary sheet when submitting **three** or more receipts for the **same** line item.
- Include proper and complete supporting documentation.
 - Itemized receipts
 - Proof of payment
 - Time sheets/activity reports – signed by employee and supervisor
 - Proper payroll documentation
- Amounts entered need to match supporting documentation.
- Necessary information is provided in the notes section.
- Total hours listed on time sheets/activity reports must match hours indicated on payroll documentation.

Required Information and Documentation

If you submit **three** or more receipts for a given line item, you must provide a complete summary document. This will greatly increase the efficiency of processing the request for approval and payment.

Purchase Date	Vendor	Healthy Foods	Office/ Program	Physical Activity	Non-T.R.A.I.L.	Receipt Total
9/5/2020	Walmart	\$22.38	\$0.00	\$65.75	\$25.00	\$113.13
9/15/2020	Fresh Mart	\$89.15	\$0.00	\$0.00	\$0.00	\$89.15
9/24/2020	Walmart	\$34.86	\$22.15	\$55.75	\$0.00	\$112.76
10/6/2020	Sam's Club	\$78.25	\$0.00	\$0.00	\$52.00	\$130.25
10/16/2020	Staples	\$0.00	\$35.15	\$0.00	\$0.00	\$35.15
	TOTAL	\$224.64	\$57.30	\$121.50	\$77.00	

Template available in T.R.A.I.L. Resources on NAClubs.org

Helpful Tips for Successful Reimbursement Request

- Documentation needs to show:
 - Exactly **what** was purchased
 - Exactly **when** it was purchased
 - **Proof** that **payment** was made

Required Information and Documentation

- If you are claiming fringe such as Workers Comp, SUTA, etc. you will need to include the appropriate supporting documentation for the rate being claimed in each request.
- Proof of payment must accompany every request that is submitted. Proof of payment may be a copy of a cancelled check, a credit card receipt, or a bank/credit card statement entry showing payment.
- Proof of payment is **not** the same thing as verification of what was purchased.

Required Information and Documentation

- An itemized receipt or invoice is also required for reimbursement.
- Providing receipts that are legible is critical - all items on the receipt must be clearly identifiable.
- The date needs to be clearly visible on each receipt and invoice.
(date expense was incurred: purchase date/event date)

Examples of Allowable & Unallowable Costs

PERSONNEL

Allowed: Part-time staff person to serve as the T.R.A.I.L. Program Coordinator (per your LOA). Maximum of 10% of salary for administrative personnel.

FRINGE BENEFITS

Allowed: Benefits paid by the employer. (based on single policy rates)

EQUIPMENT

Allowed: Computers - cost should be reasonable (~\$800 maximum)

Not Allowed: Anything permanently affixed to the ground or building; service contracts.

Examples of Allowable & Unallowable Costs

SUPPLIES

Allowed: healthy snacks, office supplies, sporting/physical activity supplies, and supplies necessary to implement the T.R.A.I.L. Program and curriculum.

Refer to the Healthy Snack Guidance document in the T.R.A.I.L. Resource Center on NAClubs.org – password: healthylifestyles)

Not Allowed: tips, anything associated with fundraising, hats, caps, backpacks, giveaways, decorations, etc.

TRAVEL

Allowed: Any local travel associated with the T.R.A.I.L. Program and curriculum.

Not Allowed: You may not be reimbursed for both mileage and gas.

Examples of Allowable & Unallowable Costs

CONTRACTORS

Allowed: Contractors can be paid a maximum of \$650/8 hour day at a rate of \$81.25/hour.

(However, costs should accurately reflect reasonable rate for the service in your area.)

SPECIAL EVENTS/OTHER COSTS

Allowed: Any reasonable event that highlights the T.R.A.I.L. program. Bowling, skating, swimming, activities involving physical activity, activities that involve learning about good nutrition, etc.

Not Allowed : Bounce house rentals, expenses related to non-T.R.A.I.L. participants.



On the 
T.R.A.I.L. to



Diabetes Prevention

Budget Revision Overview

Budget Revision Request

Helpful tips:

- Before starting a request for a budget revision, please reach out to a T.R.A.I.L. finance team member at FirstPic to determine if a revision is needed.
- While a budget revision request is in progress, you will NOT be able to submit a reimbursement request until it receives final approval.
- Budget revision requests must be submitted and processed through the [T.R.A.I.L. online reporting](#) site.

Budget Revision Request

Helpful tips:

- Monitor your budget throughout the grant year to ensure proper spend down.
- Regularly communicate with T.R.A.I.L. program staff members at your Club to ensure proper T.R.A.I.L. program related expenses are included in your budget.

Budget Revision Request

Reasons for requesting a budget revision:

- A new line item needs to be added to the budget.
- Personnel and Fringe Benefits combined AND/OR Expenses section will be overspent by more than 10%.

Budget Revision Request

Examples of when a budget revision is NOT needed:

- A staffing change has occurred, but the pay rate difference between the two employees will not create a spend out difference in Personnel/Fringe of more than 10% for these categories.
- A staff member changes from hourly to salaried or vice versa.
- The Office/Program Supplies line item has been overspent, but the 'Expenses' section will not be overspent by more than 10% of the category.

Budget Revision Request

Examples of when a budget revision is needed:

- Creating a line item to purchase a basketball hoop that costs \$150
- Due to expenses for supplies being more than anticipated, and calculating that the Expenses section will be overspent by more than 10%, it is necessary to move funds from Personnel and Fringe Benefits where expenses were less than anticipated to cover these costs.

Budget Revision Request

Notes included in the “*Personnel & Fringe Notes*” section should include the following:

- The date of the budget revision.
- WHY you are making a reduction to a line item in the “Personnel” and/or “Fringe Benefits” section. (Why does this reduction *not* negatively impact the T.R.A.I.L. program?)
- WHY you need to increase the amount of a line item in the “Personnel” and/or “Fringe Benefits” section. (Rationale must be applicable to the successful implementation of the T.R.A.I.L. program.)
- WHY you need to add a new line item to the “Personnel” and/or “Fringe Benefits” section, if applicable.
- HOW do the change(s) relate to the successful implementation of the T.R.A.I.L. program?

An explanation needs to be provided for ALL of the *increases* and the *decreases* being requested.

Budget Revision Request

Sample “***Personnel & Fringe Notes***” note:

6/7/21: We are requesting a budget revision in order to reallocate money previously budgeted in Personnel to Supplies. We have deactivated the Program Aide because that assistance is no longer needed to successfully implement the program now that many of the major components of the program have been completed. Please see Expense Notes for how this money was reallocated to better accomplish program initiatives.



7.65 % \$49.53 % % % % \$49.53

Title
Program
Coordinator

? Medical

Dental

Vision

Short Term

Long Term

Life

Other

FICA

SUTA

Workers Comp

Retirement

Other

Benefits Allocated to Grant

7.65 %
\$676.26

0.20 % \$17.68

0.20 % \$17.68

0.20 % \$17.68

0.20 % \$17.68

\$746.98

Update Amounts

Notes included in the “Personnel & Fringe Notes” **must** specify all changes made to the “Personnel” and/or “Fringe Benefits” section and the reasons for the revision request.

Add Personnel

Delete

Add

Update Amounts

Personnel & Fringe Notes

Reviewer Notes:

No Notes from National

Update Amounts

Save

Next

Total Personnel and Fringe Budget: \$ 11,862.61

Total Expense Budget: \$ 6,137.39

Total Budget Amount: \$ 18,000.00

Budget Revision Request

Notes included in the “*Expense Notes*” section should include the following:

- The date of the budget revision
- WHY you are making a reduction to a line item in the “Expenses” section. (Why does this reduction not negatively impact the T.R.A.I.L. program?)
- WHY you need to increase the amount of a line item in the “Expenses” section. (Rationale must be applicable to the successful implementation of the T.R.A.I.L. program.)
- WHY you need to add a new line item to the “Expenses” section, if applicable.
- HOW do the change(s) relate to the successful implementation of the T.R.A.I.L. program?

An explanation needs to be provided for ALL of the *increases* and the *decreases* being requests.

Budget Revision Request

Sample “***Expense Notes***” note:

6/7/21: We reallocated funds made available by the adjustments in Personnel and Fringe as follows:
1) added a Sports E-Z cart to better store and transport physical activity supplies used for the T.R.A.I.L. program; 2) increased the amount budgeted for Office/Program and Physical Activity Supplies as additional funds are always helpful and can be utilized for these items to support the T.R.A.I.L. program.



Add Expenses

Item Category

Add Expense

Add Mileage

Update Amounts

Delete

Notes

Notes included in the "Expense Notes" **must** specify all changes made to the "Expense" section and the reasons for the revision request.

Expense Notes

Reviewer Notes:

No Notes from National

Attachments

Name	Notes	Edit	View Attachment(s)
SUTA			TestDocumentation.pdf
Workers Comp			UserRequest-Personnel.pdf

Upload Attachment

Previous

Update Amounts

Save

Review and Submit

Total Personnel and Fringe Budget: \$ 11,458.50

Total Expense Budget: \$ 6,541.50

Total Budget Amount: \$ 18,000.00

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