GEAR UP Southern West Virginia (GEAR UP SWV) Policy and Procedures Submission of Reimbursement Claim Reports

PURPOSE

To establish consistent, effective procedures for the submission of Reimbursement Claims.

A. POLICY

Each month, the district finance officer submits a reimbursement claim for funds spent on GEAR UP programming. All funds requested for reimbursement must be accurately documented. A reimbursement request form needs to be attached for **each activity or service** included in the month's reimbursement claim.

B. PROCEDURE

1. Reimbursement documentation will be submitted monthly along with the Match Claim. Upload to PI database.
2. Complete the *Reimbursement Claim Form* **(doc. 3)** and attach ALL required back up documentation to support the expenditure amount requested for reimbursement. This form is designed to be completed electronically, printed, and signed. A brief narrative is required to detail GEAR UP objectives.
3. Back Up Documentation includes
   - An agenda or schedule for the approved activity
   - List of attendees
   - List of names of participating staff
   - List of materials, registration materials with cost
   - To verify expenditures: Receipts, Purchase Orders, Copy of Check or Payment Voucher, Registrations
4. Reimbursement claim report must include the *Matching Documentation/Reimbursement Request Form* **(doc.2***)* per activity.
5. Upload the signed originals of all documentation to the PI database by the 15th of each month for the previous month e.g. March Expenditures will be requested for reimbursement by April 15th
6. Monthly Reimbursement documentation that is incomplete, incorrect or late will delay payment and the processing of future claims submitted.
   - **Incomplete** is defined as: narrative data is missing, Student Services database not complete and updated, amounts not matching the narrative or other concerns as identified by the director.
   - **Incorrect** is defined as: charges not being accurate, allowable, allocable, or reasonable.

See **https://www.concord.edu/gearup** for all necessary documents.