

(Doc. 1)

## **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 15<sup>th</sup> of each month for the previous month e.g. March Expenditures will be requested for reimbursement by April 15<sup>th</sup>
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.