INVOICING | HOW-TO GUIDE

HOW TO SUBMIT INVOICES

This guide shows how to process reimbursements

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HOW TO CHANGE THE UNIT COST AMOUNT

This guide shows how to correct the Unit Cost Amount

HOW TO CANCEL AN INVOICE

2

THIS GUIDE SHOWS HOW TO CANCEL AN INVOICE TO DE-OBLIGATE FUNDS OR TO CLOSE OUT SUBAWARD

HOW TO SUBMIT INVOICES

This guide shows how to process reimbursements

Step I: Select Expenditure



Click Needs Invoice

Step 2: Select Multiple or Single Invoice

INVOICE ITEM

Subgrantee: Grant Number: POE: Vendor:	18TRAIN116	POE12116-190617123017				
Project:	Interoperable	Communications Infrastruct	ture (ICI) (Continuatio	n)		
Expenditure		Category	Qty	Unit Cost	Total	
Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19) Multiple Invoice Allowed (140.HF.01.PDSA) Program Director		1	\$134,000.00	\$134,000.00		
Attached Docum	of POE					

ACTIONS

The multiple invoice process will create a new item for the invoice you currently have and leave the balance of this item in Needs Invoice state for future invoicing.

Completing the item will treat the item as if multiple invoices are not allowed.

Would you like to process this item using multiple invoices?

Process Multiple Invoices

Complete item with a single invoice



Save and process as selected above.

Cancel

Cancel any changes.

Process Multiple Invoices to draw down from the expenditure line and leave the balance in Needs Invoice status for future invoicing.

Complete item with single invoice to submit only one invoice for the entire expenditure line.

Select Process Multiple Invoices

Click Save & Continue

Step 3: Enter the Reimbursement Cost

MULTIPLE INVOICE - STEP ONE

Subgrantee:	Training Subrecipient
Grant Number:	18TRAIN116
POE:	POE12116-190617123017
Vendor:	HSEMA
Project:	Interoperable Communications Infrastructure (ICI) (Continuation)

INSTRUCTIONS

Enter the amount of the invoice you are currently processing and balance the grant distribution.

Enter the reason for the multiple invoice.

INVOICE ITEM

Preparedness Specialists - 12 Director months (1/1/19-12/31/19) Director Multiple Invoice Allowed Preparedness Specialists - 12 Reason for Multiple Invoice >> Preparedness Specialists - 12	Expenditure	Category	Qty	Unit Cost	Total
	Preparedness Specialists - 12 months (1/1/19-12/31/19)		1	\$134,000.00	\$134,000.00
	Reason for Multiple Invoice 🄌				.41

ACTIONS



\$ Enter the actual amount of the reimbursement in the Unit Cost field.

The unit cost must be lower than the expenditure line total.

>> denotes required

Step 3: Adjust; Enter Invoice Details

INSTRUCTIONS

Enter the amount of the invoice you are currently processing and balance the grant distribution.

Enter the reason for the multiple invoice.

INVOICE ITEM				>> denotes required
Expenditure	Category	Qty	Unit Cost	Total
Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19) Multiple Invoice Allowed	(140.HF.01.PDSA) Program Director	1	\$30,000.00	\$30,000.00
Delta: Assigned funding is too high! Please a sources equals the item total.	djust the amount of money assigned	d to each grant so that the	total amount from all fund	ling
Process the request as a Multiple Inv	oice.			

ACTIONS

Save & Continue >>

Save the modifications above and continue the processing of the Multiple Invoice.

Click auto adjust

For **salary**, include name and pay range dates.

For **contracts, supplies, services and equipment**, include at least vendor, invoice number, and invoice date.

For **Out of State Travel**, include name, training/conf name, travel dates

For **Local Travel**, include name, (parking/mileage/ registration) date(s)

]

Click Save & Continue

The details appear in the Expenditure List

(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>On-Order</u>	1
(140.MP.01.CPBL) Cell phones/Blackberry expenses required to directly support planning activities	Comcast- phone, internet and support services	<u>On-Order</u>	1
(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	Training Supplies for Outreach and Education Events, Registration Fees, Printing Costs, CERT kits, catering, rentals, subscription services, displays, etc	<u>On-Order</u>	1
(06.CP.01.BASE) Radio, Base	Motorola Services, Radio Base System	<u>On-Order</u>	1
(120.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors/Consultants to Assist with Training Activities	Mike Adams, Contractor Support for Program - Salary & Fringe for 6 months (1/1/19/- 6/30/2019)	<u>On-Order</u>	1
(120.0E.01.0BFT) Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	Overtime for conducting CPR/AED trainings	<u>On-Order</u>	1
(110.ID.01.IDCO) Indirect Costs	Indirect Cost at 13.1% Approved Indirect Rate	<u>On-Order</u>	1
(130.TR.01.TAPD) Travel and Per Diem	Travel Cost for conferences and Fees for attending local trainings and meetings	<u>On-Order</u>	1
(130.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities	STC Contractor Support - Graphic Designer for Exercise, Planning and Training Reports (Jan - April 2019)	<u>On-Order</u>	1
(04.AP.03.GISS) System, Geospatial Information (GIS)	ArcView GIS Software Subscription Service for 12 months (1/1/2019 -12/31/2019)	<u>On-Order</u>	1
(140.OP.01.OTHE) Other project areas with prior approval from FEMA	M&A Costs @ 5%	<u>On-Order</u>	1
(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>On-Order</u>	1
Split Invoice: 1st Reason: Coleman Payroll (1/1/2019 -3/1/2019) +			
(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Invoiced	1
Split Invoice: 1st Reason: Coleman Payroll (1/1/2019-3/1/2019)			
(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Invoiced	1
Split Invoice: John Hall Payroll (1/1/2019-3/1/2019)			
(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Invoiced	1
Split Invoice: Monica Adams (1/1/2019-3/1/2019)			

Details like the employee name and pay range dates shown here help avoid duplicate or out-ofsequence reimbursements.

Reason	for	Multipl	e	Invoice	>>	1st R

eason: Coleman Payroll (1/1/2019 - 3/1/2019)

Step 4: Click OK; Confirm Splitting Original Invoice

Grant Number: 18TRAIN116 POE: POE12116-190617123017 Vendor: HSEMA Project: Interoperable Communications Infrastructure (ICI) (Continuation) NSTRUCTIONS Enter the amount of the invoice you are currently processing and balance the grant distribution. Enter the reason for the multiple invoice.	MULTIPLE INVO	CE - STEP ONE	
PDE: PDE: Process Process Process <td< th=""><th>Subgrantee:</th><th></th><th></th></td<>	Subgrantee:		
Vender: HSMA Project: Statementations Interoperable Communications Infrastructure (ICI) (Continuation) Statementations Statementations<	Grant Number:		
Project: Interpreted Communications Infracturus (ICI) (Continuation) Status: Status: Status: Octange: Status: Continuing this process will split the original item into two items to allow the processing of Multiple Invoices. Octange: Status: Status: Octange: Status: Status: Status: Status: Status: Status: <th></th> <th></th> <th></th>			
STRUCTONS Text the amount of the invoice you are currently processing and balance the grant distribution. Text the reason for the multiple invoice. Salary & Banef (140,001,01,01) Process the request as a Multiple Invoice. Text the reques			
Enter the amount of the invoice you are currently processing and balance the grant distribution.	Floject.		
Ship the the reason for the multiple invoice. Continuing this process will split the original item into two items to allow the processing of Multiple Invoice. Continuing this process will split the original item into two items to allow the processing of Multiple Invoice. Control of the multiple Invoice Contro of the multinvoice Contr	INSTRUCTIONS		
VOICE TIEM Continuing this process will split the original item into two items to allow the processing of Multiple Invoice. Preparations Continuing this process will split the original item into two items to allow the processing of Multiple Invoice. OK Cancel Control Control C	Enter the amount of	if the invoice you are currently processing and balance the grant distribution.	
Spanditus Citegoria Spanditus Citegoria Spanditus Citegoria Spanditus Citegoria Citegoria	Enter the reason fo	r the multiple invoice.	
Spanditus Citegoria Spanditus Citegoria Spanditus Citegoria Spanditus Citegoria Citegoria			
Sales 2.6 (J40,HF,01,PDD) Preparedness Specialists : Director O Process the request as a Multiple Invoice. OK Cancel Image: Contract Contrect Contrecont Contrecont Contract Contract Contract Contract Con	INVOICE ITEM		
Prepriedness Specialists -12 months (1/1/19-1/3/1/2019) OK Cancel Concel OK Cancel OK Cancel Cancel OK Cancel Subgrantee Funds Concel Subgrantee Funds Subgrantee Funds Subgrantee Funds Int Reason: Coleman Payroll (1/1/2019-3/1/2019) Int Reason: Coleman Payroll (1/1/2019-3/1/2019) Int Reason: Coleman Payroll (1/1/2019-3/1/2019) Int Reason: Coleman Payroll the processing of the Multiple Invoice.			
Process the request as a Multiple Invoice. OK Discipline Quantities Discipline Quantities AG LE ENS-HE ENS HE AS C	Preparedness S	pecialists - 12 Director	
Process the request as a Multiple Invoice. OK Discipline Quantities Discipline Quantities AG LE ENS-HE ENS HE AS C	months (1/1/19 Multiple Invoice A	12/31/19) Illowed	
AG LE EMS-F FS HZ PW PSC 1 \$30,000.00 \$30,000.00 BC EMS-F FS HZ PW PSC 1 \$30,000.00 \$30,000.00 BC GA ON PM OA PM OA PM OA A PH OA PM OA A VAILABLE Assigned Grant Total Allocated Available Assigned Assigned Training \$ 300,000.00 \$196,000.00 \$104,000.00 \$30,000.00 Imm of the adjust Imm of the adjust Imm of the adjust Imp of the adjust Im			
0 0		Discipline Quantities	
HC EMA PH GA CYB NP RTS 0 1 0 0 0 0 0 Grant Total Allocated Available Assigned Training \$ 300,000.00 \$104,000.00 \$300,000.00 \$104,000.00 Subgrantee Funds - - \$0.00 I auto adjust I Required: \$300,000.00 Delta: \$0.00 I I auto adjust I Reason for Multiple Invoice			
0 1 0 0 0 Grant Total Allocated Available Training \$ 300,000.00 \$196,000.00 Subgrantee Funds - Required: \$30,000.00 Required: \$30,000.00 Beta: \$0.00 Attac adjust Interview Attac adjust Interview Save the modifications above and continue the processing of the Multiple Invoice.			
Training \$ 300,000.00 \$196,000.00 \$30,000.00 Subgrantee Funds \$0.00 Required: \$30,000.00 Delta: \$0.00 Reason for Multiple Invoice >> Ist Reason: Coleman Payroll (1/1/2019 - 3/1/2019) Ist Reason: Coleman Payroll (1/1/2019 - 3/1/2019) Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.	0 1		
Subgrantee Funds Required: \$30,000.00 Delta: \$0.00 Reason for Multiple Invoice >> Ist Reason: Coleman Payroll (1/1/2019 - 3/1/2019)		Grant Total Allocated Available Assigned	
Required: \$30,000.00 Delta: \$0.00 Reason for Multiple Invoice >> 1st Reason: Coleman Payroll (1/1/2019 - 3/1/2019)	Training		
Delta: \$0.00 Reason for Multiple Invoice ** Ist Reason: Coleman Payroll (1/1/2019 - 3/1/2019) CTIONS Save the modifications above and continue the processing of the Multiple Invoice.	Subgrantee Fund	ls + \$0.00 [<u>auto adjust</u>]	
Reason for Multiple Invoice Ist Reason: Coleman Payroll (1/1/2019 - 3/1/2019) ACTIONS Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.			
ACTIONS Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.			
Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.	Reason for Multi	Ist Reason: Coleman Payroll (1/1/2019 - 3/1/2019)	
Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.			
Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.			
Save & Continue >> Save the modifications above and continue the processing of the Multiple Invoice.	_		
Cancel any changes.	Save & Continu	e >> Save the modifications above and continue the processing of the Multiple Invoice.	
	Cancel	Cancel any changes.	

Step 5: Attach Invoice and Proof of Payment

MULTIPLE INVOICE - FINAL STEP

Subgrantee:	Training Subrecipient
Grant Number:	18TRAIN116
POE:	POE12116-190617123017
Invoice Number:	
Invoice Date:	
Vendor:	HSEMA
Project:	Interoperable Communications Infrastructure (ICI) (Continuation)

ATTACH INVOICE DOCUMENTS

	An electronic version of the Invoice is required.	
0	Check the checkbox indicating a copy of the invoice will be faxed to SAA	
Invoice	Attach an electronic copy of the invoice	
	An electronic version of the Proof of Payment is required.	
Ø	Check the checkbox indicating a copy of the proof of payment will be faxed to SAA	
РОР	Attach an electronic copy of the proof of payment	

MULTIPLE INVOICE REASON

1st Reason: Coleman Payroll (1/1/2019 -3/1/2019)

 Scan the invoice and proof of payment together and save locally. Upload the same document for the invoice and POP.

Attach Invoice and
 Proof of Payment
 (POP)

Oo **not** check the checkbox to fax to SAA!

Step 6: Add Invoice Data and Notes; Project Status

INVOICE

Subgrantee:	Training Subrecipient
Grant Number:	18TRAIN116
POE:	POE12116-190617123017
Invoice Number: >>	Teresa Coleman Payroll 1/1/2019-3/1/2019
Invoice Date: 🛛 😕	Mar 🔻 5 💌 2019 💌 🖬
Vendor:	HSEMA
Project:	Interoperable Communications Infrastructure (ICI) (Continuation)

INSTRUCTIONS

Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
 Adjust the cost of any item that requires cost adjustment.
 Add any shipping and Handling or Taxes and Fees.

INVOICE ITEMS

 Expenditure
 Category

 Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)
 (140.HF.01.PDSA) Program Director

 Image: Compared comparedness Specialists - 12 months (1/1/19-12/31/19)
 (140.HF.01.PDSA) Program Director

 For salary, enter employee name and pay period dates in the invoice number field.

PROJECT STATUS

Project Status as of this submission: »
On Schedule
Behind Schedule
Ahead of Schedule
Project Management Step as of this submission: »
Control
Colose Out

INVOICE NOTES

Invoice Notes:

Invoice Notes: Teresa Coleman Payroll 1/1/2019-3/1/2019



 Enter the same details in the Invoice Notes.

Select Project Status

Click Reimbursement

ACTIONS

Reimbursement

Save Invoice changes and place in queue for reimbursement.

Step 7: Click OK

INVOICE		» denotes required
Subgrantee: TRAINING Fairfax County Police Department Grant Number: GUASI116 POE: POE12116-180207013924 Invoice Number: Alex John Salary, April 1- May 31st Invoice Date: Junt 🕶 2 💌 2019 🐨		
Vendor: Fairfax Police Project: TRAINING Automated Fingerprint Identification System (AFIS)		
INSTRUCTIONS	Save this invoice and place in reimbursement queue?	
 Delete all items that do not belong with the invoice you are submitting. This step must be completed first. Adjust the cost of any item that requires cost adjustment. Add any shipping and Handling or Taxes and Fees. 		
INVOICE ITEMS	OK Cancel	
Expenditure Alex John, Salary and Benefits 1/01/2019- 12/31/2019	Qty Unit Cost (140.20.10.20) Program (rector 1 \$10,000.00	Total \$10,000.00
	Shipping/Handling: \$0.00	\$0.00
	Taxes/Fees: \$0.00	\$0.00
	Invoice Total:	\$10,000.00
INVOICE NOTES		
Invoice Notes:	Attached Documents	
Alex John, Pay Period April 1- May 31, Pay Date: June 2,2019	Attach Document Attach documents to this Invoice	
	Electronic Copy of Invoice	[<u>view</u>] [<u>view</u>]
ACTIONS		
Reimbursement Save Invoice changes and place in queue for reimbursement.		
Cancel any changes.		

Step 8: Review Details

REIMBURSEMENT - Training (18TRAIN116) - RR190194800

Su	ubgrantee Remittance Address		Contact Information
Organization:	Training Subrecipient	Name:	Rachel Woodall
Street:	2720 Martin Luther King Jr Ave SE	Agency:	
City/State/Zip:	Washington, DC 20032	City/State/Zip:	Washington, DC 20032
Federal ID#:		Phone:	202-313-8767
E-mail:	hsema.grants@gmail.com	Fax:	
Fax:			
Grant Number:	18TRAIN116		
Sub-Grant Num:	18TRAIN116-01		



GRANT STATUS

Project ID	Project	Grant Award	Review
3915	Interoperable Communications Infrastructure (ICI) (Continuation)	\$300,000.00	\$0.00

REIMBURSEMENT ITEMS

etail Project ID Status Invoice No.					Item	
1 3915 Bui Teresa Coleman Payroll 1/1/2019-3/1/	2019 Salary & Benefits for 3 Regional Preparednes	s Specialists - :	12 months (1/1/:	19-12/31/19)		
	: POE12116-190617123017 : Teresa Coleman Payroll 1/1/2019-3/1/2019	POE Date: 0 Invoice Date: 0				
	Discipline Quantities		Qty Total	Unit Cost	Total Cost	
	AG LE EMS-NF EMS-F FS HZ O O O O O O O HC EMA PH GA CYB NP	PW PSC 0 0 RTS	1	\$ 30,000.00	\$30,000.00	
	0 1 0 0 0 0	0				
	Grant	Total	Allocated	Available	Assigned	
	Training	\$ 300,000.00	\$ 300,000.0	0 \$ 0.00	\$ 30,000.00	
	Subgrantee Funds				\$ 0.00	
				Required:	\$ 30,000.00	
				Delta:	\$ 0.00	
Invoice Item Notes:					Attached Documents:	
Coleman Payroll (1/1/2019-3/1/2019)					🔂 Electronic Copy of Invo	oice
Invoice Notes:					Electronic Copy of Proc	of of Pa
Invoice Notes: Teresa Coleman Payroll 1/1/2019-3/1/2019						

ACTIONS

Step 9: Add More Invoices; Repeat Steps 1-8

REIMBURSEMENT - Training (18TRAIN116) - RR190194800

Subg	grantee Remittance Address	Contact Information		
Organization:	Training Subrecipient	Name:	Rachel Woodall	
Street:	2720 Martin Luther King Jr Ave SE	Agency:		
City/State/Zip:	Washington, DC 20032	City/State/Zip:	Washington, DC 20032	
Federal ID#:		Phone:	202-313-8767	
E-mail:	hsema.grants@gmail.com	Fax:		
Fax:				
Grant Number:	18TRAIN116			
Sub-Grant Num:	18TRAIN116-01			

GRANT STATUS

Project ID	Project	Grant Award	Review	On Order	Invoiced	Complete	Commited	Uncommitted
3915	Interoperable Communications Infrastructure (ICI) (Continuation)	\$300,000.00	\$0.00	\$213,380.00	\$86,600.00	\$0.00	\$299,980.00	\$20.00

REIMBURSEMENT ITEMS

Detail Project ID Status	5 Invoice No.	Item	Inv. Amount	Reimb. Amount
🔽 💟 1 3915 Bui	John Hall Payroll (1/1/2019-3/1/2019)	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	\$25,000.00	\$25,000.00 [print]
🗹 💟 2 3915 Bui	Monica Adams (1/1/2019-3/1/2019)	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	\$25,000.00	\$25,000.00 [print]
🔽 💟 3 3915 Bui	Teresa Coleman Payroll 1/1/2019-3/1/2019	9 Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	\$30,000.00	\$30,000.00 [print]
		Total Requested:	\$80,000.00	\$80,000.00

B REJECTION HISTORY

Return

ACTIONS

By attaching the reimbursement documents and clicking the submit button you are certifying that you have received and paid for the list of goods/services and where appropriate they currently appear on your invento(Submit list. More Invoices

Return to your expenditure list to enter more invoices for this reimbursement Return to the Reimbursement Manager.

Attached Documents

Click More Invoices as needed

Step 10: Submit Reimbursement Package

REIMBURSEMENT - Training (18TRAIN116) - RR190194800

Su	ubgrantee Remittance Address		Contact Information
Organization:	Training Subrecipient	Name:	Rachel Woodall
Street:	2720 Martin Luther King Jr Ave SE	Agency:	
City/State/Zip:	Washington, DC 20032	City/State/Zip:	Washington, DC 20032
Federal ID#:		Phone:	202-313-8767
E-mail:	hsema.grants@gmail.com	Fax:	
Fax:			
Grant Number:	18TRAIN116		
Sub-Grant Num:	18TRAIN116-01		

GRANT STATUS

Project ID	Project	
3915	Interoperable Communications Infrastructure (ICI) (Continuation)	

REIMBURSEMENT ITEMS

		Detail		Project ID	Status	Invoice No.	
-	1		1	3915	Bui	John Hall Payroll (1/1/2019-3/1/2019)	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months $(1/1/19-12/31/19)$
	1		2	3915	Bui	Monica Adams (1/1/2019-3/1/2019)	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)
-	1		з	3915	Bui	Teresa Coleman Payroll 1/1/2019-3/1/2019	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)

1 Multiple invoices are submitted as a single reimbursement package.

ACTIONS

Submit
More Invoices

By attaching the reimbursement documents and clicking the submit button you are certifying that you have received and paid for the list of goods/services and where appropriate they currently appear on your inventory list.

Return to your expenditure list to enter more invoices for this reimbursement.



Return

Return to the Reimbursement Manager.

Step II: Confirm Submission

REIMBURSEMENT CONFIRMATION

Selecting the Confirm button will submit this completed reimbursement request to the SAA for processing.

Item No.	Grant	Invoice No.	
1	18TRAIN116	John Hall Payroll (1/1/2019-3/1/2019)	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)
2	18TRAIN116	Monica Adams (1/1/2019-3/1/2019)	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)
3	18TRAIN116	Teresa Coleman Payroll 1/1/2019-3/1/2019	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)

ACTIONS

Confirm	Confirm that you wish to submit the above items for
remoursement.	
Cancel	Cancel and return to Reimbursement Manager.



Here's how your submission looks to the SAA

REIMBURSEMENT - Training (18TRAIN116) - RR190194800		
Subgrantee Remittance Address Contact Information	INVOICE	
Organization: Training Subrecipient Name: Rachel Woodall	Subgrantee: Training Subrecipient	
Street: 2720 Martin Luther King Jr Ave SE Agency:		
City/State/Zip: Washington, DC 20032 City/State/Zip: Washington, DC 20032	Grant Number: 18TRAIN116	
Federal ID#: Phone: 202-313-8767 E-mail: hsema.grants@gmail.com Fax:	POF: POF12116-190617123017	
E-man: nsema.grants@gnai.com rax: Fax:	Invoice Number: >> Teresa Coleman Payroll 1/1/2019-3/1/2019	
	Invoice Date: >> Mar 5 2019	
Request Date: 06/19/2019	Vendor: HSEMA	
Reimbursement	Project: Interoperable Communications Infrastructure (ICI) (Continuation)	
Approved by:		
Grant Number: 18TRAIN116 Sub-Grant Num: 18TRAIN116-01		
GRANT STATUS		
Project ID Project	Grant Award Review On Order Invoiced Complete Committed	Uncommitted
3915 Interoperable Communications Infrastructure (ICI) (Contigeration)	\$300,000.00 \$0.00 \$220,000.00 \$80,000.00 \$0.00 \$300,000.00	\$0.00
REIMBURSEMENT ITEMS		
V Detail Project ID Status Invoice No.	Item Inv. Amount	Reimb. Amount
🗹 💟 1 3915 Sub John Hall Payroll (1/1/2019-3/1/2019) Salary & Berefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-	-12/31/19) \$25,000.00	\$25,000.00
🔽 💟 2 3915 Sub Monica Adams (1/1/2019-3/1/2019) Salan & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-	-12/31/19) \$25,000.00	\$25,000.00
📝 💟 3 3915 Su Teresa Coleman Payroll 1/1/2019-3/1/2019 salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-		\$30,000.00
	Total Requested: \$80,000.00	\$80,000.00
ACTIONS		
Verify & Approve Verify and approve all checked items.	Attached Documents	
Print Summary Print subgrantee information, grant status and reimbursement items	🔁 Electronic Copy of Invoice	[remove]
	🔁 Electronic Copy of Proof of Payment	[remove]
Reason for denial:	🖪 Electronic Copy of Invoice	[remove]
	🖽 Electronic Copy of Proof of Payment	[remove]
	🖽 Electronic Copy of Invoice	[remove]
	🖽 Electronic Copy of Proof of Payment	[remove]
Deny Deny all checked items and return them to the Subgrantee.	Attach Document Attach documents to this reimbursement request.	
Return Return to the Reimbursement Manager.		

The details entered in the Invoice Number area in Step 6 shows up here on the Reimbursement cover. This is a required field that will help avoid duplications and ensure that all invoices are submitted in sequence.

Screenshot example shows the subrecipient expenditure screen. The background color is now yellow, which means the 3 salary invoices that were combined in a Multiple Reimbursement are at the SAA to be approved.

(140.HF.01.PDSA) Progr	am Director	Colony & Donofito fo	r 2 Pegianal Drenare	dness Specialists - 12 mon	the (1/1/10 12/2)	1/10)	On-Order	1	\$24,000.00	\$24,000.00	Needs Invoice		E and the
		•		•	iuns (1/1/19-12/3)	1/19)		1	4		Needs Invoice	No Invoice	[<u>edit</u>
140.MP.01.CPBL) Cell p support planning activiti	hones/Blackberry expenses required to directly ies	Comcast- phone, in	ternet and support s	services			<u>On-Order</u>	1	\$3,600.00	\$3,600.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
(120.OC.01.OTHE) Expe training	nses directly related to the conduct or attendance		r Outreach and Educ n services, displays, (ation Events, Registration etc	Fees, Printing Cos	sts, CERT kits, catering,	<u>On-Order</u>	1	\$5,000.00	\$5,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
(06.CP.01.BASE) Radio,	Base	Motorola Services,	Radio Base System				<u>On-Order</u>	1	\$36,000.00	\$36,000.00	Needs Invoice	No Invoice	[edit
120.HF.01.FPCC) Hiring to Assist with Training A	of Full or Part-Time Staff or Contractors/Consulta ctivities	nts Mike Adams, Contra	actor Support for Prog	gram - Salary & Fringe for 6	5 months (1/1/19/	- 6/30/2019)	<u>On-Order</u>	1	\$50,400.00	\$50,400.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
	ime and backfill for emergency preparedness and ending FEMA-sponsored and approved training	Overtime for condu	cting CPR/AED trainin	ngs			<u>On-Order</u>	1	\$10,000.00	\$10,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
(110.ID.01.IDCO) Indire	ct Costs	Indirect Cost at 13	1% Approved Indired	ct Rate			<u>On-Order</u>	1	\$15,000.00	\$15,000.00	Needs Invoice	No Invoice	[<u>edit</u>
(130.TR.01.TAPD) Travel	l and Per Diem	Travel Cost for con	erences and Fees for	r attending local trainings a	and meetings		<u>On-Order</u>	1	\$6,000.00	\$6,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
(130.HF.01.FPCC) Hiring Emergency Managemen) of Full or Part-Time Staff or Contractors for t Activities	STC Contractor Sup	port - Graphic Desigr	ner for Exercise, Planning a	and Training Repor	rts (Jan - April 2019)	<u>On-Order</u>	1	\$14,000.00	\$14,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
(04.AP.03.GISS) System	, Geospatial Information (GIS)	ArcView GIS Softwa	re Subscription Servi	ice for 12 months (1/1/2019	9 -12/31/2019)		<u>On-Order</u>	1	\$20,000.00	\$20,000.00	Needs Invoice	No Invoice	[<u>edit</u>
(140.OP.01.OTHE) Othe	r project areas with prior approval from FEMA	M&A Costs @ 5%					<u>On-Order</u>	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[<u>edit</u>
(140.HF.01.PDSA) Progr	am Director	Salary & Benefits fo	r 3 Regional Prepare	dness Specialists - 12 mon	ths (1/1/19-12/31	1/19)	<u>On-Order</u>	1	\$30,000.00	\$30,000.00	Needs Invoice	No Invoice	[edit
Split Invoice: 1st Rea	son: Coleman Payroll (1/1/2019 -3/1/2019) 🔳												
(140.HF.01.PDSA) Progr	am Director	Salary & Benefits fo	r 3 Regional Prepare	dness Specialists - 12 mon	ths (1/1/19-12/3	1/19)	Invoiced	1	\$30,000.00	\$30,000.00	<u>06/19/2019</u>	<u>06/19/2019</u>	[<u>edit</u>
Split Invoice: 1st Rea	son: Coleman Payroll (1/1/2019-3/1/2019)												
(140.HF.01.PDSA) Progr	am Director	Salary & Benefits fo	r 3 Regional Prepare	dness Specialists - 12 mon	ths (1/1/19-12/3	1/19)	Invoiced	1	\$25,000.00	\$25,000.00	<u>06/19/2019</u>	<u>06/19/2019</u>	[<u>edit</u>
Split Invoice: John Ha	ll Payroll (1/1/2019-3/1/2019)												
(140.HF.01.PDSA) Progr	am Director	Salary & Benefits fo	r 3 Regional Prepare	dness Specialists - 12 mon	ths (1/1/19-12/3	1/19)	Invoiced	1	\$25,000.00	\$25,000.00	06/19/2019	<u>06/19/2019</u>	[<u>edit</u>
Split Invoice: Monica	Adams (1/1/2019-3/1/2019)						-						
							Pro	ject E	xpense Total:	\$300,000.00			
							n	-	: Total Award:	\$300,000.00			
LEGENDS							٢	rojeci	Total Award:	\$500,000.00			
Status	Description	Local Invoice SAA Invoice State State		Description			Project U	Incom	mitted Funds:	\$0.00			
Cancelled	Item has been cancelled	No Invoice No Invoice	Item has not been invo	piced									
Review	Item is being reviewed by SAA	1/1/2007 1/1/2007	Item has been invoice	d but not submitted to SAA for re	imbursement								
Needs POE	Item is approved and awaiting to be ordered	1/1/2007 1/1/2007	Item has been invoice	d and submitted to SAA for reimb	bursement								
Change Request On-Order	Change in item detail is awaiting approval Item is on order awaiting delivery	1/1/2007 1/1/2007	Item has been invoiced	d and verified by the SAA for rein	nbursement								
At SAA	Item is awiting upload of POE document by SAA	1/1/2007 1/1/2007	Item has had reimburs	ement completed									
Invoiced	Item has been invoiced and awaiting reimbursement												
Credit Request	-	No Subgrantee Funds	used for this item										
Check Return Request	1 3	 Subgrantee Funds use 											

Screenshot example shows the subrecipient expenditure screen. Once the reimbursement has been approved by the program staff, it will change from "invoiced to verified" Refer to the Legend to track your reimbursement.

(140.JH,0.1,PDS.) Program DirectorSalary & Benefits for 3 Regional Preparedness Specialists - 12 months $(J/1/9 - J/3/21/9)$ On Out off1\$24,000.00\$24,000.00Read LinesiaNo Invesce1(140,JH,0.1,PDS.) Cell phones/Blackberry expenses required to directly support planning advinue.Comcast- phone, internet and support servicesComcast- phone, internet and support servicesRead LineseRead L	AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
10.00.01.CBU, Cell phone/Blackberry expenses required to directly support planning supplies for Outreach and Education Events, Registration Fees, Printing Costs, CERT kits, catering, rentals, subscription services, DacAdat 1 \$3,600.00 \$3,600.00 \$4868 Lineate No Invester 1 \$43,600.00 \$43,600.00 \$486,000.00 \$4860,000.00 \$4860,000.00 \$486,000.00 \$486,000.00 \$486,000.	roject: Interoperable Communications Infrastructure (ICI) (Continuation)								[<u>detail</u>
Statutes	140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>On-Order</u>	1	\$24,000.00	\$24,000.00	Needs Invoice	No Invoice	[edit
displays, etc displays		Comcast- phone, internet and support services	<u>On-Order</u>	1	\$3,600.00	\$3,600.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
120.4F.01.FPCC) Hiring of Full or Part-Time Staff or Contractors/Consultants to Assist with M Mike Adams, Contractor Support for Program - Salary & Fringe for 6 months (1/1/19/- 6/30/2019) 0 1 10.00.00 tends huring in a start with a start with in a start with a start with in a start with in a start with with a start with in a start with with a stareas with with a start with in a start with in a start	120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training		<u>On-Order</u>	1	\$5,000.00	\$5,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
Training AdvititiesControl of the and the training of the and training advittiesControl of the and training advitties	06.CP.01.BASE) Radio, Base	Motorola Services, Radio Base System	<u>On-Order</u>	1	\$36,000.00	\$36,000.00	Needs Invoice	No Invoice	[edit
beresonal attending FEMA-sponsored and approved training classes Indicet Cost at 13.1% Approved Indirect Rate 0c.01 di 1 \$15,000.00 \$15,000.00 Netedatizacione 1 \$10.10.10.00 (Di finitet Cost si 13.1% Approved Indirect Rate 0c.01 di \$15,000.00 \$56,000.00 Netedatizacione 1 \$10.10.10.00 (Di finitet Cost si 13.1% Approved Indirect Rate 0c.01 di \$15,000.00 \$56,000.00 Netedatizacione 1 \$10.10.10.00 (Di finitet Cost si 13.1% Approved Indirect Rate 0c.01 di \$50,000.00 \$16.000.00 \$16.000.00 \$10.000.00 <td></td> <td>Mike Adams, Contractor Support for Program - Salary & Fringe for 6 months (1/1/19/- 6/30/2019)</td> <td><u>On-Order</u></td> <td>1</td> <td>\$50,400.00</td> <td>\$50,400.00</td> <td><u>Needs Invoice</u></td> <td>No Invoice</td> <td>[<u>edit</u></td>		Mike Adams, Contractor Support for Program - Salary & Fringe for 6 months (1/1/19/- 6/30/2019)	<u>On-Order</u>	1	\$50,400.00	\$50,400.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
130.TR.01.TAPD) Travel and Per DiemTravel Cost for conferences and Fees for attending local trainings and meetingsOn-Order1\$6,000.00Keeds InvoiceNo Invoice1130.TR.01.TAPD) Travel and Per DiemTravel Cost for conferences and Fees for attending local trainings and meetingsOn-Order1\$6,000.00Keeds InvoiceNo Invoice1130.TR.01.TAPD) Travel and Per DiemSTC Contractors for EmergencySTC Contractor Support - Graphic Designer for Exercise, Planning and Training Reports (Jan - April 2019)On-Order1\$14,000.00\$20,000.00Keeds InvoiceNo Invoice1(Jao.AP.03.GISS) System, Geospatial Information (GIS)ArcView GIS Software Subscription Service for 12 months (1/1/2019 - 1/2/31/2019)On-Order1\$20,000.00\$6,000.00Keeds InvoiceNo Invoice1(Jao.AP.03.GISS) System, Geospatial Information (GIS)ArcView GIS Software Subscription Service for 12 months (1/1/2019 - 1/2/31/2019)0n-Order1\$30,000.00\$6,000.00Keeds InvoiceNo Invoice1(Jao.AP.03.GISS) System, Geospatial Information (GIS)ArcView GIS Software Subscription Service for 12 months (1/1/2019 - 1/2/31/19)0n-Order1\$30,000.00\$6,000.00No Invoice1(Jao.AP.03.GISS) System, Geospatial Information (GIS)Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)1\$30,000.00\$6,000.00No Invoice1(Jao.HF.01.PDSA) Program DirectorSalary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)Yerified1\$25,000.00\$6/19/20		Overtime for conducting CPR/AED trainings	<u>On-Order</u>	1	\$10,000.00	\$10,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
130.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors for Emergency STC Contractor Support - Graphic Designer for Exercise, Planning and Training Reports (Jan - April 2019) 0n-Order 1 \$14,000.00 \$14,000.00 \$44,000.00 Needs Invoice No Invoice [s 04.AP.03.GISS) System, Geospatial Information (GIS) ArcView GIS Software Subscription Service for 12 months (1/1/2019 - 12/31/2019) 0n-Order 1 \$20,000.00 Needs Invoice No Invoice [s 140.OP.01.OTHE) Other project areas with prior approval from FEMA M&A Costs © 5% 0n-Order 1 \$30,000.00 Needs Invoice No Invoice [s 140.OP.01.OTHE) Other project areas with prior approval from FEMA M&A Costs © 5% 0n-Order 1 \$30,000.00 Needs Invoice No Invoice [s 140.OP.01.OTHE) Other project areas with prior approval from FEMA M&A Costs © 5% 0n-Order 1 \$30,000.00 Needs Invoice No Invoice [s 140.HF.01.PDSA) Program Director Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19) 1 \$30,000.00 Needs Invoice No Invoice [s 140.HF.01.PDSA) Program Director Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19) 1 \$30,0	110.ID.01.IDCO) Indirect Costs	Indirect Cost at 13.1% Approved Indirect Rate	<u>On-Order</u>	1	\$15,000.00	\$15,000.00	Needs Invoice	No Invoice	[edit
Management Activities One-Order 1 \$20,000.00 \$20,000.00 \$eeds Invoice No 04.AP.03.GISS) System, Geospatial Information (GIS) ArcView GIS Software Subscription Service for 12 months (1/1/2019 -12/31/2019) One-Order 1 \$20,000.00 \$eeds Invoice No Invoice 1 140.OP.01.OTHE) Other project areas with prior approval from FEMA M&A Costs © 5% One-Order 1 \$6,000.00 \$eeds Invoice No No Invoice 1 140.HF.01.PDSA) Program Director Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Invoice 1 \$30,000.00 \$6/01.92.00	130.TR.01.TAPD) Travel and Per Diem	Travel Cost for conferences and Fees for attending local trainings and meetings	<u>On-Order</u>	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[edit
No. No. Oxfer No. No. Oxfer No. No. Needs Invoice No. Invo		STC Contractor Support - Graphic Designer for Exercise, Planning and Training Reports (Jan - April 2019)	<u>On-Order</u>	1	\$14,000.00	\$14,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>
Ideal Product Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Solary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Solary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Solary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Solary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Verified 1 \$30,000.00 \$30,000.00 \$0/19/2019 0/6/19/2019 6/19/	04.AP.03.GISS) System, Geospatial Information (GIS)	ArcView GIS Software Subscription Service for 12 months (1/1/2019 -12/31/2019)	<u>On-Order</u>	1	\$20,000.00	\$20,000.00	Needs Invoice	No Invoice	[edit
Split Invoice: 1st Reason: Coleman Payroll (1//2019 - 3//2019) = Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/19-12/31/19) Verified \$ \$30,00.00 \$06/19/2019 <td>140.OP.01.OTHE) Other project areas with prior approval from FEMA</td> <td>M&A Costs @ 5%</td> <td><u>On-Order</u></td> <td>1</td> <td>\$6,000.00</td> <td>\$6,000.00</td> <td>Needs Invoice</td> <td>No Invoice</td> <td>[edit</td>	140.OP.01.OTHE) Other project areas with prior approval from FEMA	M&A Costs @ 5%	<u>On-Order</u>	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[edit
1 30,000.00 96,19/2019 <	140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>On-Order</u>	1	\$30,000.00	\$30,000.00	Needs Invoice	No Invoice	[edit
Split Invoice: 1st Reason: Coleman Payroll (1/1/2019-3/1/2019) Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/3/1/9) Yerified 1 \$25,000.00 \$25,000.00 \$6/19/2019 \$6/19/2019 6/19/2019 \$6/19/2019	Split Invoice: 1st Reason: Coleman Payroll (1/1/2019 -3/1/2019) 😐								
Yerified Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/19-12/31/19) Yerified \$ \$25,000.00 \$25,000.00 \$6/19/2019	140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>Verified</u>	1	\$30,000.00	\$30,000.00	06/19/2019	06/19/2019	[edit
Split Invoice: John Hall Payroll (1/1/2019-3/1/2019) 140.HF.01.PDSA) Program Director Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/9-12/31/19) Verified 1 \$25,000.00 06/19/2019 06/19/2019 (1/1/2019)	Split Invoice: 1st Reason: Coleman Payroll (1/1/2019-3/1/2019)								
Yerified Yerified 1 \$25,000.00 06/19/2019	140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>Verified</u>	1	\$25,000.00	\$25,000.00	<u>06/19/2019</u>	06/19/2019	[edit
	Split Invoice: John Hall Payroll (1/1/2019-3/1/2019)								
Split Invoice: Monica Adams (1/1/2019-3/1/2019)	140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>Verified</u>	1	\$25,000.00	\$25,000.00	06/19/2019	06/19/2019	[<u>edit</u>
	Split Invoice: Monica Adams (1/1/2019-3/1/2019)								

LEGENDS

Status	Description
Cancelled	Item has been cancelled
Review	Item is being reviewed by SAA
Needs POE	Item is approved and awaiting to be ordered
Change Request	Change in item detail is awaiting approval
On-Order	Item is on order awaiting delivery
At SAA	Item is awiting upload of POE document by SAA
Invoiced	Item has been invoiced and awaiting reimbursement
Credit Request	A request for item credit is pending
Check Return Request	A request for item check return is pending
Complete	Item has been reimbursed

Local Invoice State	SAA Invoice State	Description
No Invoice	No Invoice	Item has not been invoiced
1/1/2007	1/1/2007	Item has been invoiced but not submitted to SAA for reimbursement
1/1/2007	1/1/2007	Item has been invoiced and submitted to SAA for reimbursement
1/1/2007	1/1/2007	Item has been invoiced and verified by the SAA for reimbursement
1/1/2007	1/1/2007	Item has had reimbursement completed
O No Suba	rantoo Eundo u	and for this item

No Subgrantee Funds used for this item Subgrantee Funds used for this item Project Total Award: \$300,000.00

Project Uncommitted Funds: \$0.00

Once the reimbursement is paid, the background will change from yellow to green and status will be listed as "complete".

AINING SUBRECIPIENT EXPENDITURE LIST							request new e	
AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
oject: Interoperable Communications Infrastructure (ICI) (Continuation)								[<u>detai</u>
40.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>On-Order</u>	1	\$24,000.00	\$24,000.00	Needs Invoice	No Invoice	[<u>edi</u>
40.MP.01.CPBL) Cell phones/Blackberry expenses required to directly support planning tivities	Comcast- phone, internet and support services	<u>On-Order</u>	1	\$3,600.00	\$3,600.00	<u>Needs Invoice</u>	No Invoice	[<u>edi</u>
20.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	Training Supplies for Outreach and Education Events, Registration Fees, Printing Costs, CERT kits, catering, rentals, subscription services, displays, etc	<u>On-Order</u>	1	\$5,000.00	\$5,000.00	<u>Needs Invoice</u>	No Invoice	[<u>ed</u>
6.CP.01.BASE) Radio, Base	Motorola Services, Radio Base System	<u>On-Order</u>	1	\$36,000.00	\$36,000.00	Needs Invoice	No Invoice	[<u>edi</u>
20.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors/Consultants to Assist with aining Activities	Mike Adams, Contractor Support for Program - Salary & Fringe for 6 months (1/1/19/- 6/30/2019)	<u>On-Order</u>	1	\$50,400.00	\$50,400.00	<u>Needs Invoice</u>	No Invoice	[<u>edi</u>
20.OE.01.OBFT) Overtime and backfill for emergency preparedness and response rsonnel attending FEMA-sponsored and approved training classes	Overtime for conducting CPR/AED trainings	<u>On-Order</u>	1	\$10,000.00	\$10,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edi</u>
10.ID.01.IDCO) Indirect Costs	Indirect Cost at 13.1% Approved Indirect Rate	<u>On-Order</u>	1	\$15,000.00	\$15,000.00	Needs Invoice	No Invoice	[<u>edi</u>
30.TR.01.TAPD) Travel and Per Diem	Travel Cost for conferences and Fees for attending local trainings and meetings	<u>On-Order</u>	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[<u>edi</u>
30.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors for Emergency anagement Activities	STC Contractor Support - Graphic Designer for Exercise, Planning and Training Reports (Jan - April 2019)	<u>On-Order</u>	1	\$14,000.00	\$14,000.00	<u>Needs Invoice</u>	No Invoice	[<u>ed</u>
4.AP.03.GISS) System, Geospatial Information (GIS)	ArcView GIS Software Subscription Service for 12 months (1/1/2019 -12/31/2019)	<u>On-Order</u>	1	\$20,000.00	\$20,000.00	Needs Invoice	No Invoice	[<u>edi</u>
40.OP.01.OTHE) Other project areas with prior approval from FEMA	M&A Costs @ 5%	<u>On-Order</u>	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[<u>ed</u>
40.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	<u>On-Order</u>	1	\$30,000.00	\$30,000.00	Needs Invoice	No Invoice	[<u>ed</u>
Split Invoice: 1st Reason: Coleman Payroll (1/1/2019 -3/1/2019) 🕒								
40.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Complete		\$30,000.00	\$30,000.00	06/19/2019	06/19/2019	[<u>ed</u> i
Split Invoice: 1st Reason: Coleman Payroll (1/1/2019-3/1/2019)								
40.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Complete		\$25,000.00	\$25,000.00	06/19/2019	<u>06/19/2019</u>	[<u>ed</u>
Split Invoice: John Hall Payroll (1/1/2019-3/1/2019)								
40.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Complete		\$25,000.00	\$25,000.00	<u>06/19/2019</u>	<u>06/19/2019</u>	[<u>e</u>
iplit Invoice: Monica Adams (1/1/2019-3/1/2019)								
		7 1	Project I	Expense Total:	\$300,000.00			
				t Total Award:	\$300,000.00			

Status	Description	Local Invoice State	SAA Invoice State	Description
Cancelled	Item has been cancelled			
Review	Item is being reviewed by SAA	No Invoice	No Invoice	Item has not been invoiced
	2 /	1/1/2007	1/1/2007	Item has been invoiced but not submitted to SAA for reimbursement
Needs POE	Item is approved and awaiting to be ordered	1/1/2007	1/1/2007	Item has been invoiced and submitted to SAA for reimbursement
Change Request	Change in item detail is awaiting approval			
On-Order	Item is on order awaiting delivery	1/1/2007	1/1/2007	Item has been invoiced and verified by the SAA for reimbursement
Oll-Older	2 1	1/1/2007	1/1/2007	Item has had reimbursement completed
At SAA	Item is awiting upload of POE document by SAA			
Invoiced	Item has been invoiced and awaiting reimbursement			
Credit Request	A request for item credit is pending	O No Subg	rantee Funds u	used for this item
eck Return Request	A request for item check return is pending	O Subgran	tee Funds used	for this item
Complete	Item has been reimbursed			

\$0.00

Best Practices – How to enter Expenditure Line Details

For Contracts, supplies, services & equipment, include vendor name, invoice # & invoice date and other details.

_	REIMBURS	SEMENT TH	MS				
	🖌 Detail	Project ID	Status	Invoice No.	Item	Inv. Amount	Reimb. Amount
		1 3915	Sub	Comcast Invoice #5950, 7/15/2019 (Cell Phone)	Cell phone, internet and computer support services	\$400.00	\$400.00
		2 3915	Sub	Comcast Invoice #6950, 8/15/2019 (Cell Phone)	Cell phone, internet and computer support services	\$400.00	\$400.00
		3 3915	Sub	Comcast Invoice #7950, 9/15/2019 (Cell Phone)	Cell phone, internet and computer support services	\$400.00	\$400.00
					Total Reguested:	\$1,200.00	\$1,200.00

For Salary, include Employee Name, Pay Range Dates

REIMBURSEMENT ITEMS

DETMOLIDOEMENT TTEM

Detail Project ID Status Invoice	No.	Item		Inv. Amount	Reimb. Amount
V 1 3915 Sub John Hall Payroll (1/1/20	019-3/1/2019) Salary & Benefits for 3 Regional Preparedness S	pecialists - 12 months (1/1/19-12/31/19)		\$25,000.00	\$25,000.00
2 3915 Sub Monica Adams (1/1/201	9-3/1/2019) Salary & Benefits for 3 Regional Preparedness S	pecialists - 12 months (1/1/19-12/31/19)		\$25,000.00	\$25,000.00
🔽 💟 3 3915 Sub Teresa Coleman Payroll	1/1/2019-3/1/2019 Salary & Benefits for 3 Regional Preparedness S	pecialists - 12 months (1/1/19-12/31/19)		\$30,000.00	\$30,000.00
			Total Requested:	\$80,000.00	\$80,000.00

For Out of State Travel, include Travelers name, training/conference name, travel dates

REIMBURSEMENT ITEMS

📝 Detail Project ID Status	Invoice No.	Item	Inv. Amount	Reimb. Amount
🔽 💟 1 3915 Sub	1 3915 Sub Teresa Coleman, IAEM conf (11/09/19-11/13/19) Travel Cost for conferences and Fees for attending local trainings and meetings		\$1,200.00	\$1,200.00
		Total Requested:	\$1,200.00	\$1,200.00

For Local Travel, include Travelers name, expense type (parking/mileage/registration), date(s)

REIMBURSEMENT ITEMS

📝 Detail Project ID Statu	Invoice No.	Item	Inv. Amount	Reimb. Amount
🔽 💟 1 3915 Sub	John Hall, Parking & Registration Receipt (6/5/19)	Travel Cost for conferences and Fees for attending local trainings and meetings	\$120.00	\$120.00
		Total Requested:	\$120.00	\$120.00

Best Practices – Submitting Indirect Rate

Subrecipients may only be reimbursed for indirect costs if it is included in your approved PMP and is consistent with an approved indirect cost rate agreement (or the de-minimus rate).

Reimbursement for indirect costs should be made concurrently with direct costs. Subrecipients should not wait until the end of the period of performance to request indirect cost reimbursement.

Submit direct and indirect costs as separate expenditure list items, submitted to SAA as one combined reimbursement in NCRGMS.

REIMBURSEMENT ITEMS

🗸 Detail	Project ID) Status	Invoice No.	Item	Inv. Amount	Reimb. Amount
🗹 💟 1	3916	Sub	Atlas, LLC #36790, 4/1/2019	Indirect Charges at 10% (approved rate)	\$575.00	\$575.00
	3916	Sub	Atlas, LLC #36790, 4/1/2019	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	\$5,750.00	\$5,750.00
				Total Requested:	\$6,325.00	\$6,325.00

ALTERNATIVE (e.g. if indirect is added on same invoice): Direct and indirect costs combined into a single reimbursement, entered as a single item in NCRGMS

REIMBURSEMENT ITEMS

✓ Detail Project ID Status	Invoice No.	Item	Inv. Amount	Reimb. Amount
🗹 💟 1 3916 Sub Jackso	n Consulting Invoice #2414 Indirect	Exercise Development, Jackson Consulting & Indirect Rate at 10% de minimis rate (Jan - Dec 2019)	\$6,325.00	\$6,325.00
		Total Requested:	\$6,325.00	\$6,325.00

Subrecipients should apply indirect cost rates consistently for all subawards.

HOW TO CANCEL AN INVOICE

THIS GUIDE SHOWS HOW TO CANCEL AN INVOICE TO DE-OBLIGATE FUNDS OR TO CLOSE OUT SUBAWARD

Step I:To cancel an invoice that has been submitted to the SAA, First contact your program manager to have the reimbursement rejected.

Project: Interoperable Communications Infrastructure (ICI) (Continuation)						
(140.MP.01.CPBL) Cell phones/Blackberry expenses required to directly support planning activities	Cell phone, internet and computer support services	<u>Invoiced</u> 1 \$400.00 \$400.00	<u>06/19/2019</u> <u>06/19</u>	/2019 [edit]		
Split Invoice: Comcast Invoice #7950, 9/15/2019 (Cell Phone)						

Step 2: If the expenditure item is not at the SAA. Click on Invoiced

(140.HF.01.PDSA) Program Director

Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)

Invoiced 1 \$350.00 \$350.00 <u>07/02/2019</u> <u>07/02/2019</u> [edit]

Split Invoice: Comcast Invoice #6950, 8/15/2019 (Cell Phone) 🗄

Local Invoice State	SAA Invoice State	Description
No Invoice	No Invoice	Item has not been invoiced
1/1/2007	1/1/2007	Item has been invoiced but not submitted to SAA for reimbursement
1/1/2007	1/1/2007	Item has been invoiced and submitted to SAA for reimbursement
1/1/2007	1/1/2007	Item has been invoiced and verified by the SAA for reimbursement
1/1/2007	1/1/2007	Item has had reimbursement completed

- No Subgrantee Funds used for this item
- O Subgrantee Funds used for this item

Step 3: The following screen will appear, click on remove from invoice.

INVOICE		» denotes required
Subgrantee:	raining Subrecipient	
Grant Number:	BTRAIN116	
POE:	DE12116-190617123017	
Reimbursement:	R190208101	
Invoice Number: >>	Comcast Invoice #6950, 8/15/2019 (Cell Phone)	
Invoice Date: >>>	Aug 🔻 15 🔻 2019 🖛 🖬	
Request Date:	5/19/2019 07:51 PM EST	
Vendor:	SEMA	
Project:	teroperable Communications Infrastructure (ICI) (Continuation)	

INSTRUCTIONS

Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
 Adjust the cost of any item that requires cost adjustment.
 Add any shipping and Handling or Taxes and Fees.

INVOICE ITEMS (status: Subgrantee invoiced incomplete)

Expenditure	Category	Qty	Unit Cost	Total	
Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	(140.HF.01.PDSA) Program Director	1	\$350.00	\$350.00	[remove from invoice
		Shipping/Handling:	\$0.00	\$0.00	
		Taxes/Fees:	\$0.00	\$0.00	
			Invoice Total:	\$350.00	

Reimbursement Denials

By Date Reason	
alary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	
oleman, Bettina 07/02/2019 11:17 PM EST Invoice unit cost is incorrect. Please adjust amount to \$340.	
Step 4: Click OK	Remove this item from the current invoice?

(140.HF.01.PDSA) Program Director

Step 5: Click the [edit] hyperlink for the expenditure item for you want to Cancel.

					[request new ex	xpenditure
Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
							[details
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	<u>On-Order</u>	1	\$60,000.00	\$60,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
			List Total:	\$60,000.00]		
				6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) <u>On-Order</u> 1 \$60,000.00	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) <u>On-Order</u> 1 \$60,000.00	Expenditure Status Qty Unit Cost Total Cost Local Invoice State 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) On-Order 1 \$60,000.00 Needs Invoice	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) <u>On-Order</u> 1 \$60,000.00 \$60,000.00 <u>Needs Invoice</u> No Invoice

1 The subrecipient expenditure screen will appear and will show that the expenditure item has moved from being "Invoiced" to "On-Order".

Step 6: Next, scroll to the bottom and click Cancel Item.

xpenditure:			istructure (ICI) (Continuati	uny				
	Hiring of Full or	Part-Time Staff o	or Contract	ors for Emerge	ncy Manageme	nt Ac	tivities		
EL category:	(130.HF.01.FPG	CC) Hiring of Full o	or Part-Tim	ne Staff or Cont	ractors for Em	ergen	cy Management A	ctivities	
equest Date:	03/13/2019 03	27 PM EST							
s this request package:	🔘 _{Yes} 🛛 🎯	No							
rant Number:	18TRAIN116								
tem Status:	Needs POE								
	D	iscipline Quantities	ŝ		Qty Total		Unit Cost	Total Cost	1
AG	LE EMS-NF	EMS-F FS	HZ	PW PSC	1		\$ 4,000.00	\$4,000.00	
1			0	0 0					
нс	EMA PH	GA CYB		RTS					
0	0 0	00	0	0					1
		rant		Total	Allocate		Available	Assigned	4
Train	-			\$ 300,000.00	\$300,000.	00	\$0.00	\$ 4,000.00	
Subg	rantee Funds			-		-	-	\$ 0.00	1
							Required: Delta:	\$4,000.00 \$0.00	
this item is eployable or	Deployable Identifies the a regions, and th area. An asset United States a	e vailability and utility o e Nation; provides inf that is physically mobi and territories via Emer ther mutual aid/assista	ormation on i ile and can b rgency Mana	mobility of assets i e used anywhere i gement Assistance	ins, Prov in an regis in the resp regis	on; ide onse v	formation on the utili entifies the asset's abil within a region. An ass	ity to augment and : et that can be utilize	sustain a reinforced
lease identify f this item is eployable or hareable: HIRA/SPA Inf	Deployable Identifies the a regions, and th area. An asset United States a Compacts or ot	vailability and utility o e Nation; provides inf that is physically mobi- ind territories via Emer ther mutual aid/assiste	ormation on i ile and can b rgency Mana- ance agreeme	mobility of assets e used anywhere i gement Assistance ents.	ins, Prov in an regis in the resp regis	ides in on; ide onse v onal, o	formation on the utili entifies the asset's abil within a region. An ass	ity to augment and : et that can be utilize	sustain a reinforced d as a local, state,
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f this item is eployable or hareable: HIRA/SPA Inf Please identify apability or bu	Deployable Identifies the aregions, and the area. An asset i United States a Compacts or ot formation: if this item is sus	vailability and utility o e Nation; provides infi hat is physically mobi nd temtories via Emer ther mutual aid/assista ther mutual aid/assista taining/maintainin bility:	ormation on i ile and can b rgency Mana ance agreeme ng an exist	mobility of assets e used anywhare i gement Assistance ants.	ins, Prov in an regin in the respin regin cent	ides in on; ide onse v onal, o ers). intair	normation on the utili intifies the asset's abi within a region. An ass r national capability, t	ity to augment and : et that can be utilize but is not physically d	sustain a reinforced d as a local, state, deployable (i.e., fusion
: this item is eployable or hareable: HIRA/SPA Inf Please identify apability or bu Please identify	Deployable Identifies the aregions, and the areas. An asset United States a Compacts or ot formation: if this item is sus uilding a new capa	vailability and utility o e Nation; provides infi hat is physically mobi nd temtories via Emer ther mutual aid/assista ther mutual aid/assista taining/maintainin bility:	ormation on i ile and can b rgency Mana ance agreeme ng an exist	mobility of assets e used anywhare i gement Assistance ants.	ins, Prov in an regi in the regi cent cent	ides in on; ide onse v onal, o ers). intair	normation on the utili intifies the asset's abi within a region. An ass r national capability, t	ity to augment and : et that can be utilize but is not physically d	sustain a reinforced d as a local, state, deployable (i.e., fusion
f this item is eployable or hareable: HIRA/SPA Inf Please identify apability or bu	Deployable Identifies the aregions, and the areas. An asset United States a Compacts or ot formation: if this item is sus uilding a new capa	vailability and utility o e Nation; provides infi hat is physically mobi nd temtories via Emer ther mutual aid/assista ther mutual aid/assista taining/maintainin bility:	ormation on i ile and can b rgency Mana ance agreeme ng an exist	mobility of assets e used anywhare i gement Assistance ants.	ins, Prov in an regi in the regi cent cent	ides in on; ide onse v onal, o ers). intair	normation on the utili intifies the asset's abi within a region. An ass r national capability, t	ity to augment and : et that can be utilize but is not physically d	sustain a reinforced d as a local, state, deployable (i.e., fusior
i this item is eployable or hareable: HIRA/SPA Inf lease identify apability or bu lease identify	Deployable Identifies the a regions, and th area. An asset United States a Compacts or of formation: r if this item is sus uilding a new capa the primary capal	vailability and utility o e Nation; provides infi hat is physically mobi nd temtories via Emer ther mutual aid/assista ther mutual aid/assista taining/maintainin bility:	ormation on i ile and can b rgency Mana ance agreeme ng an exist	mobility of assets e used anywhare i gement Assistance ants.	ins, Prov in an regi in the regi cent cent	ides in on; ide onse v onal, o ers). intair	normation on the utili intifies the asset's abi within a region. An ass r national capability, t	ity to augment and : et that can be utilize but is not physically d	sustain a reinforced d as a local, state,

Step 7: Enter the Reason for Cancelation and click Confirm.

ITEM CANCELLATION

Cancel

This will send a cancellation request to your SAA for review.

Cancel request

If Approved, the item will remain in your list with a quantity of **0**. Also the currently allocated **\$60,000.00** will be made available for other use.

Item: 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)

Reason: »	To close out grant award.	
ACTIONS		Step 8: Click Ok
Confir	m Confirm cancellation request for the above item	-



Once returned to the Expenditure List screen, the item will appear like below. This means the request is at the SAA.

RAINING SUBRECIPIENT EXPENDITURE LIST									
AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State		
Project: Cybersecurity Regional Coordination						_	[details		
(05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	Change Request	1	\$50,000.00 \$60,000.00	\$60,000.00 \$0.00		[<u>edt</u>		

Once approved, the item will remain on the expenditure list with a quantity of zero and the funds are made available for reallocation.

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
roject: Cybersecurity Regional Coordination								[deta
05.NP.00.SEIM) System, Security Event/Incident Management	System, Security Event/Incident Management	Needs POE	1	\$120,000.00	\$120,000.00	No Invoice	No Invoice	[<u>ed</u>
05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	Cancelled	0	\$60,000.00	\$0.00	No Invoice	No Invoice	
		PI	Project Expense Total:					
			Project	t Total Award:	\$200,000.00			
		Project	Uncom	mitted Funds:	\$80,000.00			

HOW TO CHANGE THE UNIT COST AMOUNT

This guide shows how to correct the Unit Cost Amount

Step I: Select the expenditure item and click on Invoiced.

(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	Invoiced	1	\$350.00	\$350.00	07/02/2019	07/02/2019	[<u>edit</u>]
Split Invoice: Comcast Invoice #6950, 8/15/2019 (Cell Phone) 🗄								

Step 2: Put your cursor inside the unit cost box to change the amount.

INVOICE ITEMS (status: Subgrantee invoiced incomplete)				
Expenditure	Category	Qty	Unit Cost	Total
Travel Cost for conferences and Fees for attending local trainings and meetings	(130.TR.01.TAPD) Travel and Per Diem	1	\$120.00	\$120.00 [remove from invoice]
		Shipping/Handling:	\$0.00	\$0.00
		Taxes/Fees:	\$0.00	\$0.00
			Invoice Total:	\$120.00

Step 3: Next, enter the reason for the change request and click auto adjust.

INVOICE ITEMS (status: Subgrantee invoiced incomplete) (130.TR.01.TAPD) Travel and Per Diem Travel Cost for conferences and Fees for attending local trainings and meetings \$300.00 [remove from invoice \$300.00 1 Delta: Assigned funding is too low Please adjust the amount of money assigned to each grant source so that the total amount from all funding sources equals the item tota Quantity Change Options: • If you entered less than the requested quantity, you can choose to execute the change request process or set the remaining quantity on hold through the use of multiple PO/Invoices . If you entered an amount greater than the requested quantity, you can only choose to execute a change request. Total cost has increased by 10% or more. Original PO total cost was \$120 resulting in a p intage total cost change of 150%. Process as a change request from total cost \$120 to \$300 Reason for change request Qty Total Unit Cost Total Cost AG LE EMS-NF EMS-F FS HZ \$300.00 \$300.00 0 0 0 0 0 0 0 EMA PH GA CYB NP RTS 1 0 0 0 Total Allocated signed Training \$ 300,000.00 \$300,000.00 \$0.00 \$120.00 Subgrantee Funds \$0.00 Required: \$300.00 Delta: chinating (the alling) ±0.00 ±0.00



If you are requesting an increase by 10%, you will have to enter the reason for the change request. The SAA will have to approve this change request.

Step 4: Click Ok and Click Reimbursement

INVOICE ITEMS (status: Subgrantee invoiced incomplete)



Step 5: This screen will appear showing the change.

REIMBURSEMENT - Training (18TRAIN116) - RR190208000

Subgrantee Remittance Address			Contact Information
Organization:	Training Subrecipient	Name:	Rachel Woodall
Street:	2720 Martin Luther King Jr Ave SE	Agency:	
City/State/Zip:	Washington, DC 20032	City/State/Zip:	Washington, DC 20032
Federal ID#:	-	Phone:	202-313-8767
E-mail:	hsema.grants@gmail.com	Fax:	
Fax:			
Grant Number:	18TRAIN116		
Sub-Crant Num	10TDAIN116-01		

Return to the Reimbursement Manager.

Sub-Grant Num: 18TRAIN116-01

GRANT STATUS

Project ID	Project	Grant Award	Review	On Order	Invoiced	Complete	Commited	Uncon
3915	Interoperable Communications Infrastructure (ICI) (Continuation)	\$300,000.00	\$0.00	\$216,130.00	\$3,850.00	\$50,000.00	\$269,980.00	

REIMBURSEMENT ITEMS

🚺 Detail	Project ID St	tus Invoice No.	Item	Inv. Amount	Reimb. An
V V 1	📝 💟 1 3915 Bui John Hall, Parking & Registration Receipt (6/5/19) Travel Cost for conferences and Fees for attending local trainings and meetings			\$100.00	\$1

REJECTION HISTORY

Return

Date	Ву	Reason					
02-Jul-19	Coleman, Bettina	Please provide a copy of registration receipt. Thank you - Bettina					
Print History ACTIONS							
Submit By attaching the reimbursement documents and clicking the submit button you are certifying that you have received and paid for the list of goods/services and where appropriate they currently appear on your inventory list. More Invoices Return to your expenditure list to enter more invoices for this reimbursement.		ifying that you have received and paid for the list of	Attached Documents Blactronic Copy of Invoice				
			Electronic Copy of Proof of Payment				

Attach Document Attach documents to this reimbursement request.

Total Requested:

\$100.00