



**Missouri Department of Public Safety**

**Criminal Justice/Law Enforcement Unit**

**Information Bulletin**

**CJ/LE-GT-2020-002**

**Subject:** Policy on Claim Request Requirements including DPS Reimbursement Checklist

**Applicable To:** DSSSF, JAG, LLEBG, MCLUP, OSET, PCNFS, RSAT, and SCCG

**Effective Date:** November 10, 2021

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## I. Introduction

This information bulletin is provided to assist local governments, state agencies, and nonprofits when submitting claims for reimbursement to the Missouri Department of Public Safety Criminal Justice/Law Enforcement Unit (DPS).

## II. Reimbursement Requirements

DPS subrecipients are required to follow the general reimbursement policies below:

- DPS grants are reimbursement grants. Approved expenditures must be made within the grant period of performance
- Subrecipients must incur an allowable expense, make payment, and seek reimbursement **within six (6) months of the invoice date. Invoices dated beyond six (6) months will not be reimbursed**
- All required information **must** be uploaded into the claim's attachment section in WebGrants when seeking reimbursement
- Incomplete claims will result in a delay of payment and is the requesting agency's responsibility to complete
- WebGrants claim submission requirements:
  - A claim may not be submitted until the prior claim has been paid (if corrections are necessary they must be completed and the claim paid prior to submitting the next claim)
  - In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless the items are on different lines in the approved budget

### a. General Reimbursement Requirements

When submitting claims for reimbursement requests to DPS subrecipients are required to provide the following documentation:

- Claim in WebGrants
- Vendor Invoice
- Proof of payment (i.e., copy of cancelled check, credit card statement or payroll journal)

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- Proof of delivery/completion (i.e., signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)

#### **b. Personnel Reimbursement Requirements**

When submitting claims for reimbursement requests, subrecipients are required to provide the following documentation:

- Wage and benefit cost(s)
- Timesheet(s)
- Signed personnel certification (examples are listed below)
- For overtime:
  - Employee status (exempt or non-exempt)
  - Timesheets showing overtime worked

#### **c. Training Reimbursement Requirements**

When submitting claims for reimbursement requests to the OHS, subrecipients are required to provide the following documentation:

- Agenda/announcement
- Proof of attendance (i.e., participant sign in sheet, roster, or certificate)
- Please refer to the Missouri Department of Public Safety – Office of the Director’s Financial and Administrative Guide for the Policy on Travel Costs, page 11

**d. Equipment and Supplies/Operations Reimbursement Requirements**

When submitting claims for reimbursement requests to DPS subrecipients are required to provide the following documentation:

- Equipment Inventory Form in WebGrants must be completed for each piece of equipment
- Purchase order, if one was created or referenced on an invoice

**Note: Equipment means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000.**

**e. Contract Reimbursement Requirements**

When submitting claims for reimbursement requests, subrecipients are required to provide the following documentation:

- A copy of the signed contract must be uploaded into the corresponding claim attachment in WebGrants when requesting your first reimbursement
- Other documentation required by the contract (i.e., milestone reports, time and effort)

**f.****III. Advance Payment (Only applicable to LLEBG)**

When submitting reimbursement requests to DPS for advance payments (\$1,000 minimum), subrecipients are required to submit all required information as well as:

- Proof of payment (i.e., copy of cancelled check or credit card statement) due to the DPS within thirty (30) days of the claim paid date in WebGrants

**IV. Grant Contact Information**

The Department of Public Safety Criminal Justice/Law Enforcement Unit (DPS) grant points of contact can be located at the following link:

Missouri Department of Public Safety  
Criminal Justice/Law Enforcement Unit

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Lewis & Clark State Office Building  
1101 Riverside Drive  
P.O. Box 749  
Jefferson City, Missouri 65102  
Phone: 573-522-1908

## CJ/LE Reimbursement Checklist (Attachment A)

### General Reimbursement Requirements

- All required information must be uploaded into the claims attachment section in WebGrants when seeking reimbursement
- Subrecipients must incur an allowable expense, make payment, and seek reimbursement **within six (6) months of the invoice date. Invoices dated beyond six months (6) will not be reimbursed**
- The CJ/LE grants are reimbursement grants. Any approved expenditure must be made within the grant period of performance
- Incomplete claims will result in a delay of payment and is the requesting agency's responsibility to complete**
- A claim may not be submitted until the prior claim has been paid (if corrections are necessary they must be completed and the claim paid prior to submitting the next claim)
- In the Claim Expenditure Form, a line must be completed for each individual expenditure. Multiple invoices on one expenditure line will not be accepted. Each line of an invoice does not need to be listed separately unless there are items on different budget lines

### Personnel Reimbursement Requirements

- Claim in WebGrants
- Wage and benefit cost(s)
- Timesheet(s)
- Signed personnel certification
- Timesheet(s)
  - Employees that work solely on a single Federal award or cost objective:
    - Certifications will be prepared at least bi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. Bi-annual certifications must be submitted to the CJ/LE grants specialist on January 10 and July 10. (See example below.)

- Employees that work on multiple activities or those employees whose salaries and wages are used in meeting cost sharing or matching requirements of Federal awards:
  - Certifications will be prepared at least monthly that will reflect an after-the-fact distribution of the actual activity of each employee. The certification will account for the total activity for which each employee is compensated and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. This certification must be included with the reimbursement request.
- For overtime:
  - Employee status (exempt or non-exempt)
  - Timesheets showing overtime worked

### **Travel/Training Reimbursement Requirements**

- Invoice
- Proof of payment (i.e., copy of cancelled check or credit card statement)
- Agenda/announcement
- Proof of attendance (i.e., participant sign in sheet or roster, certificate)
- Please refer to the Missouri Department of Public Safety – Office of the Director’s Financial and Administrative Guide for the Policy on Travel Costs, page 11

### **Equipment Reimbursement Requirements**

- Claim in WebGrants
- Vendor Invoice
- Purchase order, if one was created or referenced on an invoice
- Proof of delivery/completion (i.e., signed packing slip, receipt, approved expense report, or signed statement in writing indicating items delivered or services performed)

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- Proof of payment (i.e., copy of cancelled check, credit card statement or payroll journal)
- Equipment Detail Form in WebGrants must be completed for each piece of equipment (i.e., If two (2) radios were purchased they must be entered separately)

### **Contract Reimbursement Requirements**

- Invoice
- Proof of payment (i.e., copy of cancelled check or credit card statement)
- A copy of the signed contract must be uploaded into the corresponding claim attachment in WebGrants when requesting your first reimbursement
- Other documentation required by the contract (i.e., milestone reports, time and effort)

### **Advance Payment (Only applicable to LLEBG) (\$1,000 minimum)**

- Claim in WebGrants
- Invoice
- Proof services have been rendered and/or product or equipment has been received (i.e., signed packing slip, receipt, or statement in writing indicating the item has been received and inventoried)
- Proof of payment (i.e., copy of cancelled check or credit card statement) due to the DPS within 30 days of the claim paid date in WebGrants

**Note: For additional information, please refer to the complete policy CJ/LE-GT-2020-001 - Advance Payment and Cash Advances, as amended.**