

Reimbursement Submission Best Practices

Thank you for ensuring that all the supporting documentation (COVID-19 connection, eligibility rationale and invoices) are organized when you submit your reimbursement. This allows us to approve reimbursement more quickly and ensure we have a full record on file.

Best Practices Include:

- The submission form will allow you to submit three expenditures on one form. The upload capacity has been increased to 2 MB.
- It is ideal to combine your submissions into categories. For example, you might include all supplies in one upload, and payroll in another.
- It is ideal to have a **Cover Memo** explaining the category of expenditures, the connection to COVID and any rationale as to why this expenditure is connected to one of the eligibility guidelines. We have discussed eligibility guidelines on the informational meetings and they are available on the website.
- It is ideal to have individual invoices summarized on a **Cover Excel Spreadsheet**. That makes it easy for us to verify that there is an invoice for every expense and that the totals add up.
- If you are providing an invoice that has several expenses on it but are only applying for reimbursement for one or two, please indicate (circle the correct line) on the invoice. Again, that makes it easier for us to confirm the documentation.
- If one upload is covering several different categories of expenses, please have a separate cover memo that lists the total for each category, the rationale and any index of invoices.

Examples:

Cover Memo on Rationale:

We purchased plexiglass and other supplies to ensure safe customer service in our building, social distancing and compliance with public health orders.

We are submitting pay roll expenses during the Stay at Home order for a member of our IT staff who was engaged in substantially different job duties related to COVID-19 including food distribution and senior citizen check-in calls.

Cover Excel Spreadsheet for Invoices:

Expense	Rationale	Invoice	Amount
Plexiglass	Social Distancing at counter	Home Depot	28.24
Cleaning Supplies	To disinfect counters	Amazon	44.67