5307 Reimbursement Process
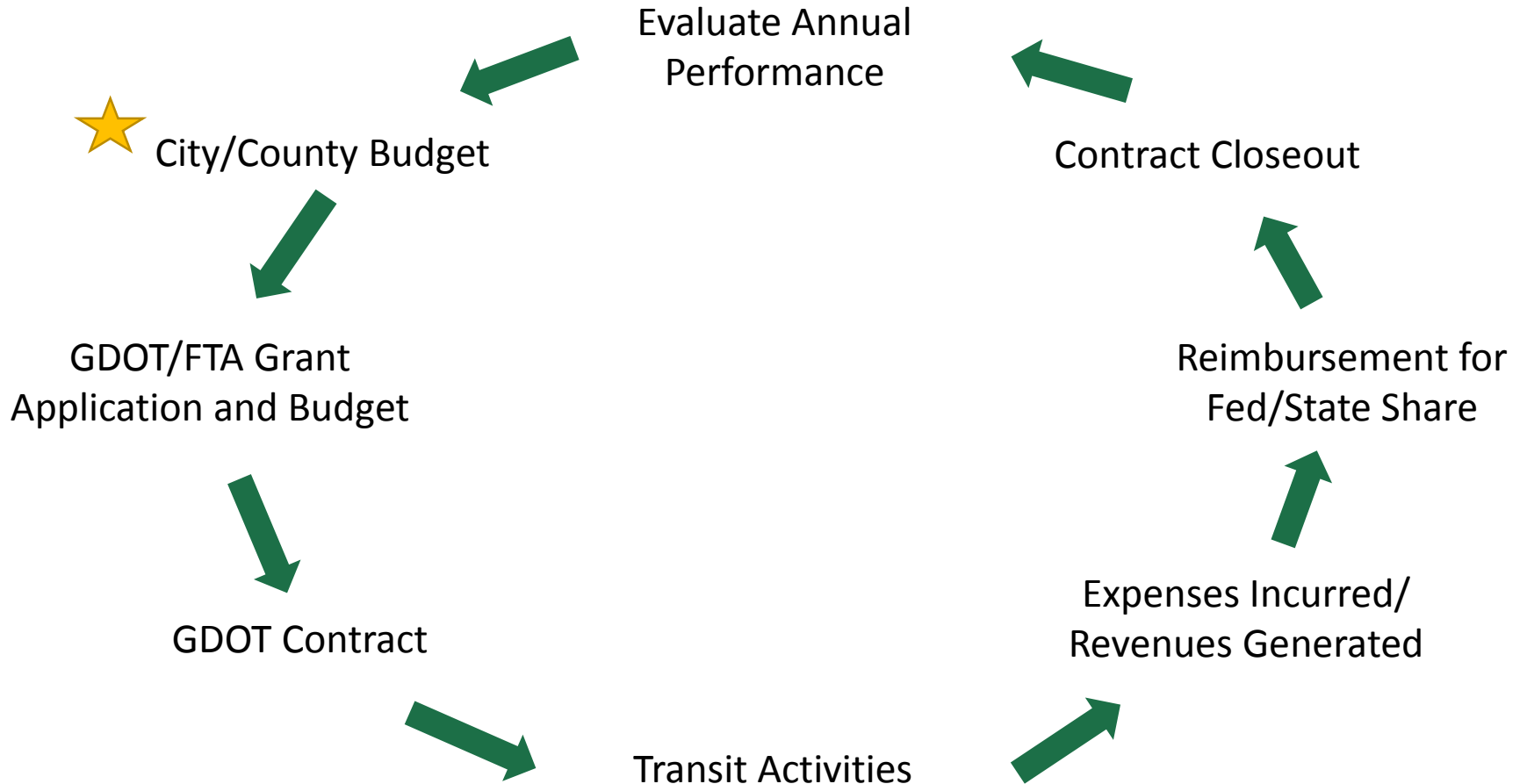
Requirements, Forms, and Organization

Key Discussion Topics

This presentation will cover the following:

- Path to a reimbursement

- Challenges to the current process

- Differences between Rural and Small Urban

- Operating versus Capital/Planning reimbursements

- New forms to help unify and streamline the process

The Current Process

Several challenges exist

- Seven different accounting systems
- All of the Small Urbans have multiple grant sources
- Lengthy review path
- Large number of error points (The Dreaded Penny Error)
- Procurement compliance
- Timeliness
- Muddled organization of documents
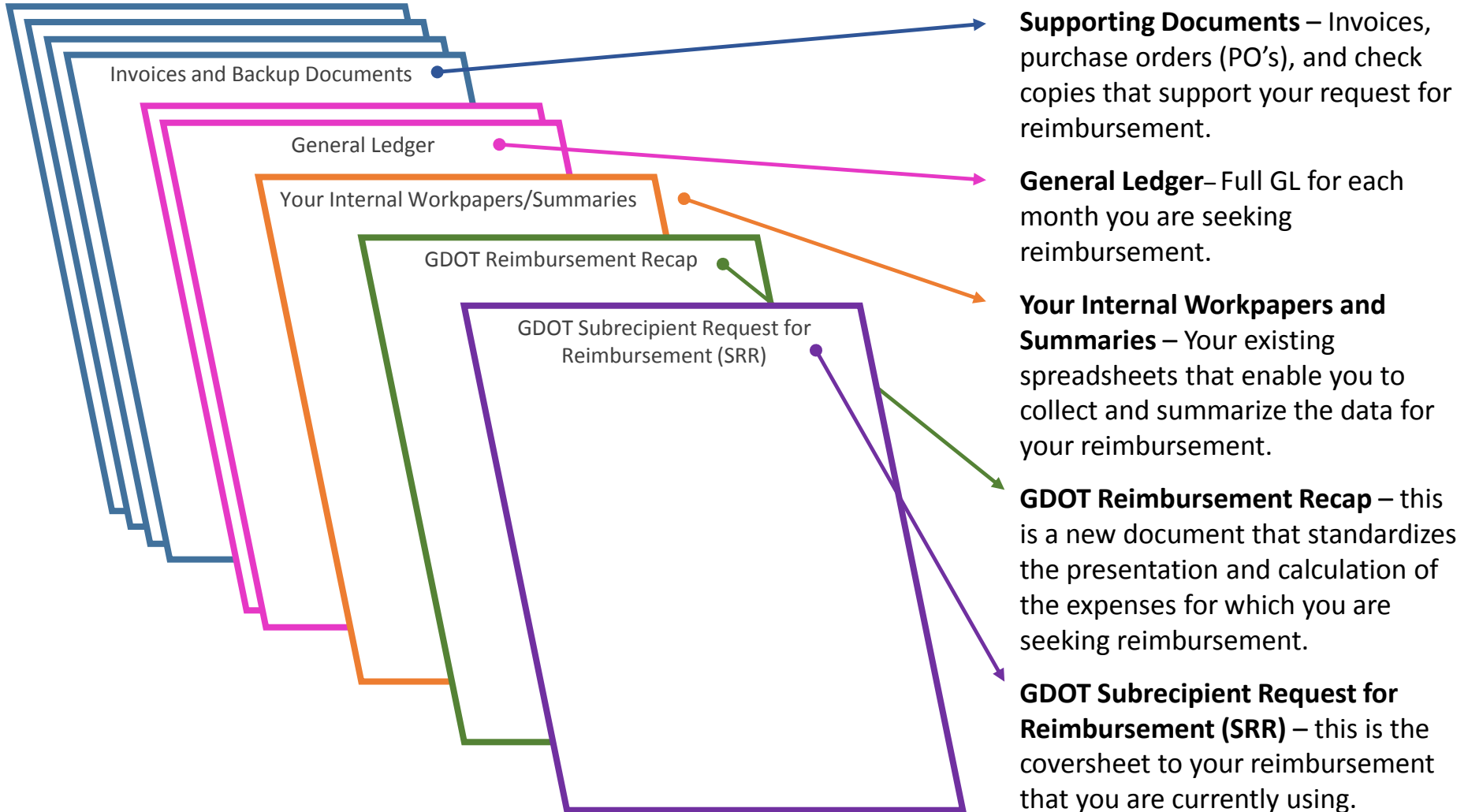
Standardizing the Process

New Forms

- Introducing a new Recap for both Operating and Capital

- Creates a uniform summarization of your expenses and request

- The Recap will mirror your award

- Operating categories will generally match the categories you applied for in the application budget workbook

New Standards for Supporting Documentation

- A complete general ledger must be submitted for each full month

- One operating reimbursement will require a complete invoice submission; general ledger for the remainder

- All capital reimbursements must be supported by invoices

Standardizing the Process

Invoices and Backup Documents

General Ledger

Your Internal Workpapers/Summaries

GDOT Reimbursement Recap

GDOT Subrecipient Request for Reimbursement (SRR)

Supporting Documents – Invoices, purchase orders (PO's), and check copies that support your request for reimbursement.

General Ledger– Full GL for each month you are seeking reimbursement.

Your Internal Workpapers and Summaries – Your existing spreadsheets that enable you to collect and summarize the data for your reimbursement.

GDOT Reimbursement Recap – this is a new document that standardizes the presentation and calculation of the expenses for which you are seeking reimbursement.

GDOT Subrecipient Request for Reimbursement (SRR) – this is the coversheet to your reimbursement that you are currently using.

Take-aways

The most important elements and changes

- Be in a position where any staffer can confidently approve and process your reimbursements

- Create uniformity across all seven transit systems

- Enhance the quality of the supporting documentation

- Reduce the time it takes to process reimbursements

- Collect all of the information required for Comprehensive Reviews and audit compliance