

**Reimbursement Request Documentation  
Submitted Monthly or Quarterly**

<b>1.</b>	<input type="checkbox"/> <b>Cover letter</b> – Listing the amount to be reimbursed by each grant program and grant year
<b>2.</b>	<input type="checkbox"/> <b>DGM-07 form</b> – Breakdown of total charges for the reimbursement request, submitted as an excel attachment and sent to the grants email box RA-GrantProgram@pa.gov
<b>3.</b>	<b>Proof of payment for every invoice – (Please include one of the following)</b>
	<input type="checkbox"/> Copy of bank statement
	<input type="checkbox"/> Copy of cancelled check
	<input type="checkbox"/> Computer generated accounting system with costs annotated and highlighted
<b>4.</b>	<b>Personnel costs – One employee name per line on the DGM-07</b>
	<input type="checkbox"/> Supporting invoices
	-And-
	<input type="checkbox"/> DGM-12 - Employee Monthly Time Record
	-Or-
	<input type="checkbox"/> A signed/approved timesheet showing all the information contained in the DGM-12 form
<b>5.</b>	<b>Travel – Limitations for travel/subsistence expenses are found at <a href="http://www.gsa.gov">http://www.gsa.gov</a> (The following must be included)</b>
	<input type="checkbox"/> DGM-14 - breakdown of travel expenses for each traveler and purpose of travel
	-Or-
	<input type="checkbox"/> A Travel Expense Report that breaks down the expenses for the traveler
	-And-
	<input type="checkbox"/> Receipts or invoices for travel related expenses as per the applicable travel policy
<b>6.</b>	<b>Meals – Served at meetings/training/exercises paid by the Task Force (The following must be included)</b>
	<input type="checkbox"/> Supporting invoices
	<input type="checkbox"/> Roster of attendees/sign in sheet
	<input type="checkbox"/> Agenda
	<input type="checkbox"/> PEMA Course Instruction Request (CIR) Tracking Number (if applicable)
<b>7.</b>	<b>Training courses – (The following must be included)</b>
	<input type="checkbox"/> Supporting invoices
	<input type="checkbox"/> Name of instructor
	<input type="checkbox"/> Copy of the course description (unless provided with CIR)
	<input type="checkbox"/> Agenda (unless provided with CIR)
	<input type="checkbox"/> DHS course number (if applicable)
	<input type="checkbox"/> PEMA CIR Tracking Number
	<input type="checkbox"/> FEMA EHP approval reference or the approved document (for non-classroom-based training, unless provided with CIR)

## Reimbursement Request Documentation

<b>8. Exercises – must meet with HSEEP guidelines <a href="http://hseep.dhs.gov">http://hseep.dhs.gov</a> – (The following must be included)</b>
<input type="checkbox"/> A copy of the exercise After-Action Report/Improvement Plan from the Corrective Action Program (CAP)
<input type="checkbox"/> DGM-15 Exercise Report Form
<input type="checkbox"/> Supporting invoices
<input type="checkbox"/> PEMA Training & Exercise Management Division CIR Tracking Number
<input type="checkbox"/> FEMA EHP approval (mandatory for full-scale exercises and drills)
<b>9. Meetings – For which costs are submitted – (The following must be included)</b>
<input type="checkbox"/> Roster of attendees/sign in sheet
<input type="checkbox"/> Meeting minutes
<input type="checkbox"/> Agenda
<input type="checkbox"/> Supporting invoices
<b>10. Conferences – (The following must be included)</b>
<input type="checkbox"/> Copy of brochure, including conference schedule/agenda
<input type="checkbox"/> Sign in sheet (if conference is being hosted by the Suprecipient)
<input type="checkbox"/> Supporting invoices
<b>11. Office expenses and support services – (The following must be included)</b>
<input type="checkbox"/> Supporting invoices
<input type="checkbox"/> Copy of the contract or purchase order
<input type="checkbox"/> Purpose of the supplies –Identify the approved project & solution area
<b>12. Equipment – (The following must be included)</b>
<input type="checkbox"/> DGM-08
<input type="checkbox"/> Copy of purchase order
<input type="checkbox"/> Direct procurement confirmation letter or PEMA Equipment Tracking Number
<input type="checkbox"/> Supporting invoices

**Documents Required in Addition to the Standard Backup Documentation for the Final Reimbursement Request at the End of the Grant Period**

1. <input type="checkbox"/> Equipment Control Form – DGM-08
2. <input type="checkbox"/> Statement in cover letter identifying submission as final request. A statement identifying the final unobligated amount should be included