



# Reimbursement Request Process

# Finance and Reimbursement



# Reimbursement Request Process

Reimbursements must be submitted according to the following schedule. Not doing so may place an organization in non-compliance status.



Reporting period (based on closest pay period)	Due Date
January, February, March 2022	April 15, 2022
April 2022	May 15, 2022
May 2022	June 15, 2022
June 2022	July 15, 2022
July 2022	August 17, 2022
August 2022	September 15, 2022
September 2022	October 15, 2022
October 2022	November 16, 2022
November 2022	December 15, 2022
December 2022	January 15, 2023
January 2023	February 15, 2023
February 2023	March 15, 2023



# Curriculum

- Curriculum expenses must be submitted no later than your 3<sup>rd</sup> reimbursement request
- This should include an invoice from an approved curriculum provider AND proof of payment (A “Paid” stamp is not sufficient)
- NPAL will hold payments if this has not been submitted by your 3<sup>rd</sup> request
- Contact Avery Taylor ([ataylor@nationalpal.org](mailto:ataylor@nationalpal.org)) with any curriculum related questions



# Important updates for 2022

- **Field trips** should ideally be educational and directly associated with the NPAL Mentoring program – admission fees cannot exceed \$50 per participant
- **Meals** can no longer be provided under any circumstances (for field trips or other all-day events)
- **Pizza** is no longer allowable as a snack





# Reimbursement Request Process

**FirstPic, Inc. reviews request**  
(1<sup>st</sup> and 2<sup>nd</sup> level review)

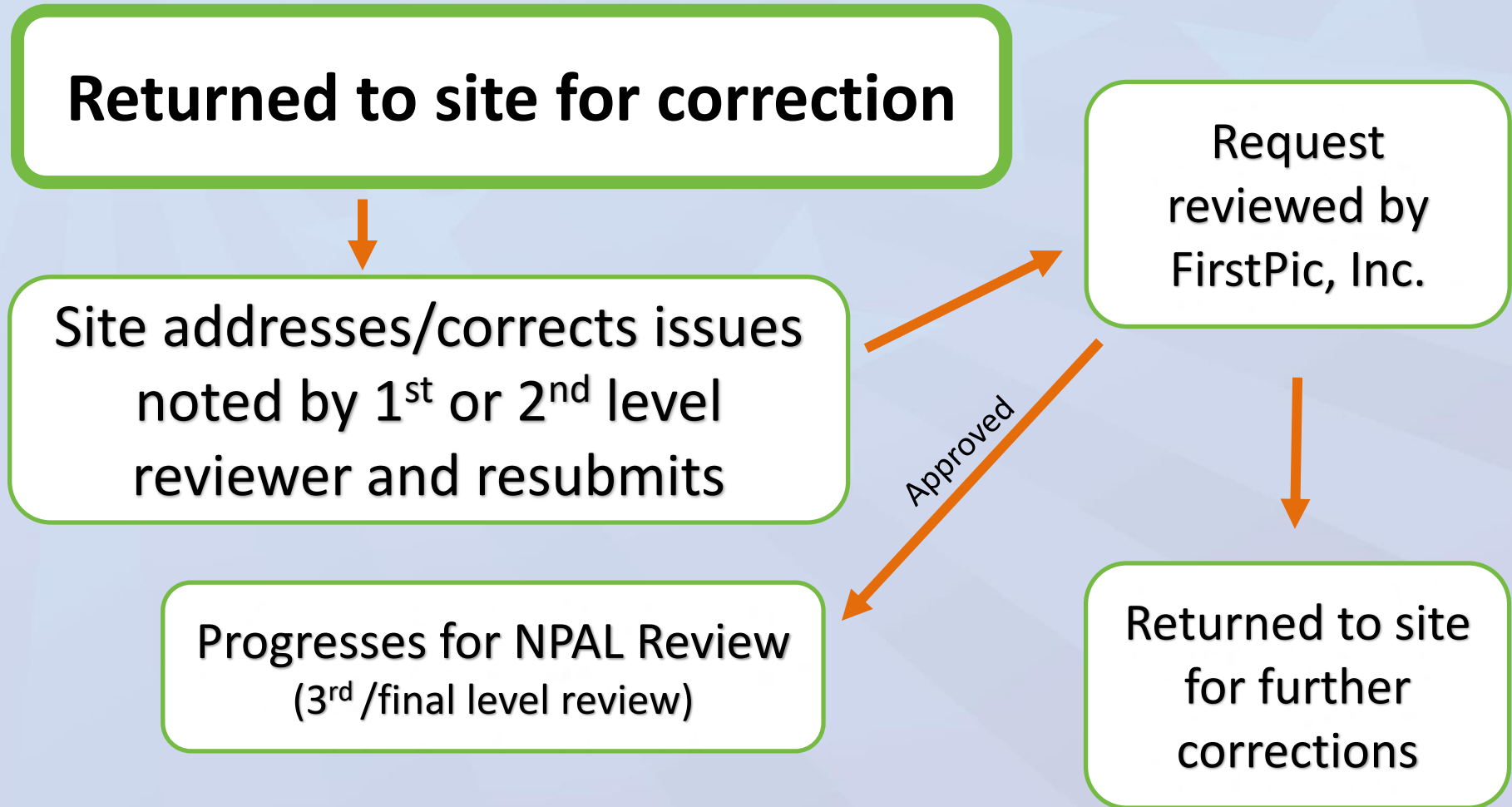


Progresses for  
NPAL Review  
(3<sup>rd</sup> /final level review)



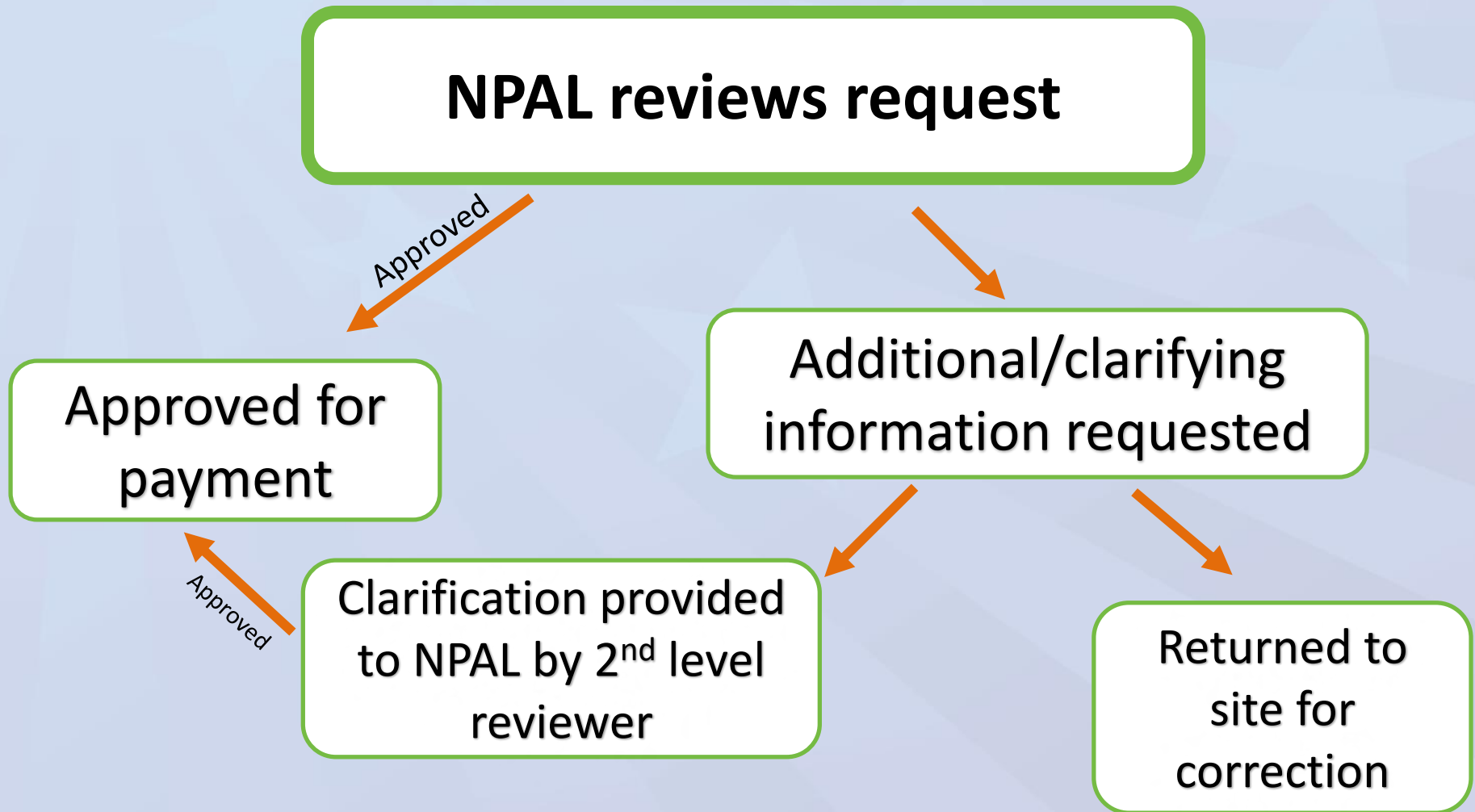
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correction

# Reimbursement Request Process





# Reimbursement Request Process



# HELPFUL TIPS FOR SUBMITTING A SUCCESSFUL REIMBURSEMENT REQUEST



# Helpful Tips for Successful Reimbursement Requests

- If insurance costs were included in your budget, request dates need to begin and end as close to the first and last of the month as possible.
- Attachments must be uploaded as PDFs.
  - **Size limit: 5MB**
- Expenses need to be entered into the correct line items.



# Helpful Tips for Successful Reimbursement Request

- Include required summary sheet when submitting **three (3)** or more receipts for the same line item.
- Include proper and complete supporting documentation.
  - Itemized receipts/invoice
  - Proof of payment (ex: credit card statement , copy of check, etc)
  - Time sheets/activity reports – signed by employee and supervisor
  - Proper payroll documentation
- Amounts entered need to match supporting documentation.
- Necessary information is provided in the notes section.
- For hourly personnel, total hours listed on time sheets/activity reports match hours indicated on payroll documentation.



# Helpful Tips for Successful Reimbursement Request

Documentation needs to show:

- Exactly **what** was purchased
- Exactly **when** it was purchased
- **Proof** that **payment** was made



# Required Information and Documentation

- Proof of payment must accompany every receipt that is submitted. Proof of payment may be a copy of a cancelled check, a credit card receipt, or a bank/credit card statement entry showing payment.
- Proof of payment is **not** the same thing as verification of what was purchased. An **itemized** receipt or invoice is also required for reimbursement.
- A stamp marked “Paid” does **not** qualify as proof of payment
- Provide receipts that are legible is critical.
- All items on the receipt are clearly identifiable.
- The date needs to be clearly visible on each receipt and invoice.



# Required Information and Documentation

If you submit **three** or more receipts for a given line item, you must provide a complete summary document. This will greatly increase the efficiency of processing the request for approval and payment.

Purchase Date	Vendor	Snacks	Office/ Program	Non-NPAL Mentoring	Receipt Total
5/1/2022	Walmart	\$22.38	\$21.18	\$25.00	\$68.56
5/12/2022	Walmart	\$34.86	\$22.15	\$116.84	\$173.85
5/20/2022	Sam's Club	\$12.14	\$0.00	\$16.17	\$28.31
5/27/2022	Staples	\$0.00	\$35.15	\$0.00	\$35.15
	<b>TOTAL</b>	<b>\$69.38</b>	<b>\$105.20</b>	<b>\$158.01</b>	

A summary document sample/template is available on the NPAL Mentoring website under resources for finance coordinators.





# Required Information and Documentation

- Information needs to be provided in the line item notes regarding the purpose of the supplies purchased as they relate to the **NPAL Mentoring program/participants**. Include the purpose of the expense as well as a breakout of how the amount was calculated (if necessary) in the notes.



National PAL and FirstPic, Inc. are committed to maintaining the highest level of fiscal responsibility with the federal funds awarded through this grant.

While we have designed NPAL Mentoring to be fun for youth, we want to make sure that all activities and events focus on educational outcomes and mentoring best practices.

Please remember that prizes, giveaways, parties, decorations, and incentives are ***not*** allowable costs unless told otherwise from National PAL.



# A TALE OF TWO WALMART RECEIPTS

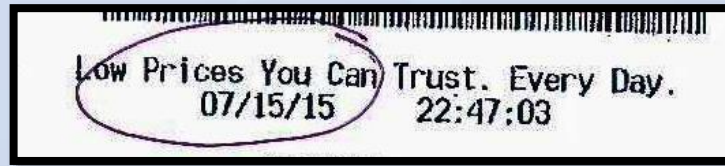




# Good Receipt

This is a good receipt because:

1. The date is visible.



2. Items not charged to the grant are crossed off

# 2845 OP# 00009043 TE# 43 TR# 09898
<del>BLDISPBLU 004160426701 5.00 T</del>
<del>BLDISPSLVR 004160426703 5.00 T</del>
<del>INTERCOLORS 007166200555 2.97 X</del>
<del>ICT BL CLAS 007166207351 1.97 X</del>

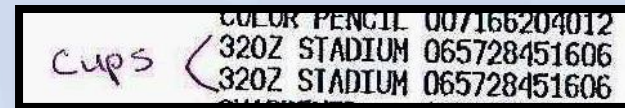
3. The purpose of some of the items purchased is clarified

<del>BLDISPSLVR 004160426703 5.00 T</del>	} Program
<del>INTERCOLORS 007166200555 2.97 X</del>	
<del>ICT BL CLAS 007166207351 1.97 X</del>	} Supplies
<del>INTERCOLORS 007166200555 2.97 X</del>	
<del>INTERPAINT 007166200314 2.97 X</del>	} Program
<del>FLOR PENCIL 007166204012 0.97 X</del>	
<del>FLOR PENCIL 007166204012 0.97 X</del>	
<del>ICT BL CLAS 007166207351 1.97 X</del>	} Supplies
<del>FLOR PENCIL 007166204012 0.97 X</del>	

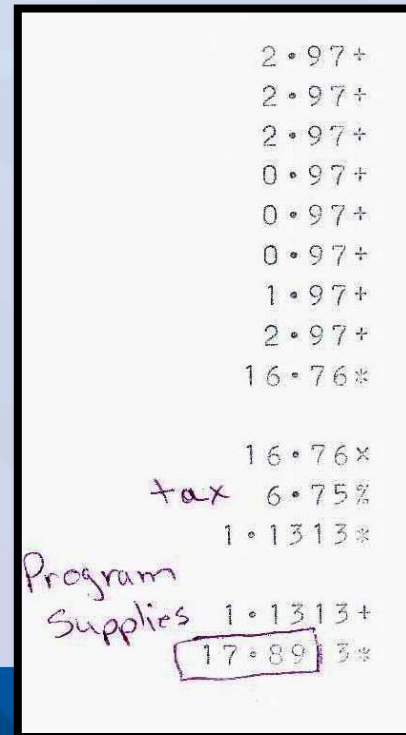


# Good Receipt

4. Unidentifiable items are identified



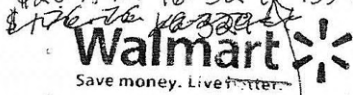
5. An adding tape totaling items being charged to the grant is included





THANK YOU! WE VALUE YOUR OPINION!

\$207.79 16-329-433-5615



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WALMART AVE  
60620

207.79	OP# 000457	TR# 06	TR# 06589	
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007172000788				2.24 0
007874207181				1.96 0
076594016846				2.97 0
076594029024				2.97 0
076594016846				2.97 0
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076594016846				2.97 0
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ACCOUNT # \*\*\*\*\*  
APPROVAL # 004982  
REF # 4157 391887  
TERMINAL # 15806557

06/04/14 12:48:32  
CHANGE DUE 0.00

# ITEMS SOLD 90

TC# 9085 2328 8361 3782 8687 4



*[Handwritten signature]*

Our Guaranteed Low Prices  
Are Unbeatable with Ad Match:  
06/04/14 12:48:32

\*\*\*CUSTOMER COPY\*\*\*

\$207.79  
16-329-433-5615

\$176.76  
16-329-902-5615



06/12







# ONLINE REPORTING SITE



# Site Access

- New Online Reporting Site  
<https://firstpic.force.com/npal>
- Google Chrome is the **strongly** recommended browser
- Login information will be emailed soon from [support@firstpic.org](mailto:support@firstpic.org) (or already has been)
- User Name = Your email address
- Password = You will set it using the link in the email



# HOW TO DEVELOP A REIMBURSEMENT REQUEST



# Reimbursement Requests

- Only items that were included in your approved budget may be submitted for reimbursement.



- If you are unsure about something being on your approved budget, contact FirstPic, Inc. prior to making the purchase to verify.



# Personnel

- Position titles, as included in your approved budget will carry over to each reimbursement request, need to be written directly on the pay stub/payroll ledger and/or time sheet/activity reports.
- Submit payroll information (pay stub or payroll ledger) for each pay period covered in the reimbursement request.



# Personnel

- Pay period **start and end** dates need to be clearly identified on the payroll supporting documentation submitted.
  - If both the pay period start and end date are not pre-printed on the payroll document, this needs to be written in for every pay period. (Some documents will have only the end date, or possibly only the check date.)
- Time cards or activity reports are needed for **ALL** employees. Time worked on the *NPAL Mentoring* program needs to be **clearly identified** and correspond with hours being entered on the request. (Note: Federal funds cannot be used to pay overtime.)
- Total hours worked on time cards/activity reports must match total hours worked indicated on the payroll documents.





# Personnel

- Timesheet templates are available on the NPAL Resources tab in the online reporting site.
- Time cards/activity reports **must** be signed by **both** the employee and supervisor.
  - For Executive Directors, a supervisor signature is also needed from a Board member or someone similar.
- The maximum percentage of time that can be claimed for personnel providing administrative support is 10%. (e.g., CEO, finance staff, etc.)



# Personnel

- Leave time (sick, vacation, holiday, etc.) for hourly employees who do not work 100% on the NPAL Mentoring program may not be reimbursed from NPAL Mentoring funds.
  - Please ensure that any paid leave time for hourly employees not working 100% on the NPAL Mentoring program is accounted for on the activity reports in such a way that it is clear leave time is not being charged to this grant.
  
- Be watchful to make sure that time is not listed for NPAL Mentoring on national holidays for hourly employees not working 100% on the program.
  - If you do not have a separate designation for paid leave time on the time sheet/activity report, but it is listed under a more general category, please include a comment in the line item notes stating where the paid leave time was included.



# Personnel

- Reimbursement requests for **salaried** employees will be entered as:
  1. Total number of hours worked during the reporting period
  2. Total number of hours worked on NPAL Mentoring during the reporting period
  3. Verify that the hourly rate is accurate based on the payroll documentation
  
- Reimbursement requests for **hourly** employees will be entered as:
  1. Total number of hours worked during the reporting period
  2. Total number of hours worked on NPAL Mentoring during the reporting period
  3. Verify that the hourly rate is accurate based on the payroll documentation



# Personnel

- Salaried employee's hourly rate may be adjusted based on the following scenarios:
  - If the employee is paid bi-weekly and their activity report indicates that they work a full 40 hours a week, please move forward with the hourly rate generated by the online reporting site



# Personnel

- Salaried employee's hourly rate may be adjusted based on the following scenarios:
  - If the employee is bi-weekly and their activity report indicates that they work more than 40 hours a week, please divide their salary by their total hours worked over the reporting period. The number generated would be their hourly rate
    - Example: Eric is a bi-weekly employee that worked 40 hours one week and 50 hours the second week. Therefore, Eric worked a total of 90 hours during this reporting period. Eric is a salaried employee, his payroll documentation indicates that he made \$2,000 during this reporting period.
      - $\$2,000/90 \text{ hours} = \$22.22$ . Therefore Eric's hourly rate would be entered into the online reporting site as 22.22 for this reporting period.



# Personnel

- Salaried employee's hourly rate may be adjusted based on the following scenarios:
  - If an employee is paid monthly, please divide their salary by their total hours worked over the reporting period. The number generated would be their hourly rate.
    - Example: Erica is a monthly employee that worked a total of 176 hours through the month of April. Erica is a salaried employee, her payroll documentation indicates that she made \$3,500 during the reporting period.
      - $\$3,500/176 = \$19.89$ . Therefore Erica's hourly rate would be entered into the online reporting site as 19.89 for this reporting period.



# Fringe Benefits

- Fringe\* paid as a set amount each month, for example, medical and dental premiums, will be entered as:
  - The applicable premium amount (less employee contributions) for the entire reimbursement request period
    - ✓ The system will calculate the reimbursable amount for percentage of time worked on the program based on the entries in Personnel.
- If premium rates are adjusted (subtracting employee contributions, changing a family rate to an employee-only rate, etc.), a detailed explanation needs to be provided in the notes or directly on the supporting documentation.
- Documentation is required that identifies benefits claimed.

\*Only reimbursable if it is in your approved budget.



# Fringe Benefits

- Fringe\* paid out based on percentage of salary will be entered as:
  - The total monthly salary as generated by the online reporting site x 7.65%
    - The system will calculate the reimbursable amount based on the costs being reimbursed in Personnel.
- Rates such as WC, SUTA, etc. that are being requested **must** match the supporting documentation attached to the budget for these percentages.

\*Only reimbursable if it is in your approved budget.





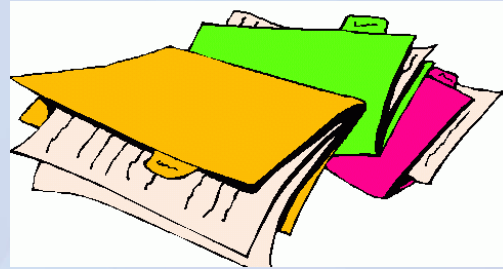


# Contracts/Consultants

- The line item notes should include an explanation/justification for contracting and how the services related to/supported the NPAL Mentoring program.
- Copies of the contract and/or invoice for payment as well as proof of payment must be submitted.
- Contract/written agreement/invoice should state:
  - Dates for services provided
  - Number of hours (per day, week, or month) to perform these services
  - Description of services
  - Rate for these services(fee cannot exceed \$650 for an 8-hour day, or \$81.25/hour)



# Supplies



# Supplies

- Receipts need to *clearly* identify what was purchased, not just an item number or invoice number, as well as the purchase date. Clarify any items not **completely identifiable** on a receipt.
- All supporting documentation needs to be attached specifically to the line item for which expenses are being requested (i.e., Office/Program Supplies documentation is uploaded to the “Office/Program Supplies” line item.)
- All purchases must be reasonable and cost effective. You should be able to justify all purchases and relate these purchases to the effective implementation of the NPAL Mentoring program.
- Information needs to be provided in the notes regarding the purpose of the supplies. (e.g., The food items purchased at Sam’s Club were snacks for the NPAL Mentoring participants during sessions to help them stay focused.)



# Supplies

- “Supplies” include any materials that are expendable or consumed during the course of the program and nonexpendable items under \$500.
- Please note that any item of a significant value (~\$50) or more **will need its own line item in the budget.**
- Supplies may include:
  - Snacks\* – **ONLY** food and/or beverages may be claimed under a line item for snacks
    - Please note that meal items such as pizzas and sandwiches are no longer allowable.
  - Program/Office Supplies\* such as poster board, copies of handouts, pens, printer cartridges, etc.
  - T-shirts\* (for safety in identifying mentees during off-site events)
  - Digital Cameras\*



\*Only reimbursable if it is in your approved budget.

# Supplies

Other supplies purchased with these grant funds may also be used **only** for this NPAL Mentoring program until the funding period is complete, unless the cost was pro-rated when claiming reimbursement.

Note that vouchers such as “**Team Bucks**” that are used to purchase meals/snacks are **not** an allowable expense. Receipts for the end products purchased are necessary to verify the actual items purchased with grant funds.



# Supplies – Item Notes

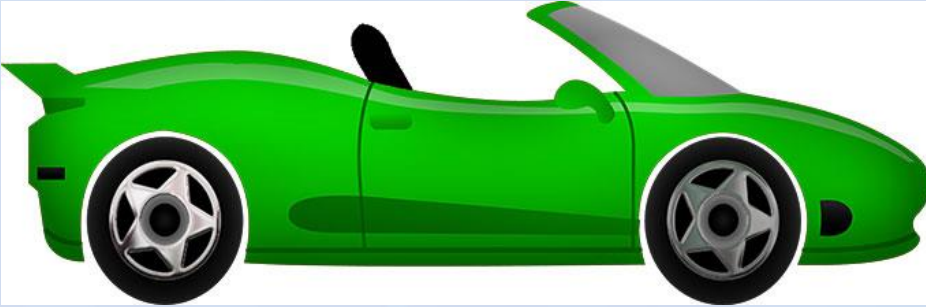
## Example Notes

- **Snacks:** Snacks were purchased and given to NPAL Mentoring participants during program meetings to keep them engaged.
- **Office/Program Supplies:** Supplies were purchased and utilized for NPAL Mentoring program activities
- **T-Shirts:** T-shirts were purchased for safety purposes and easily identifying NPAL Mentoring participants during field trips.





# Travel



# Travel

The following travel costs for attending Youth Summit are all reimbursable:

- Airfare/Train-fare/Mileage
- Baggage fees
- Hotel
- Airport Parking
- Per Diem
- Local Ground Transportation (R/T airport – home & in Potomac, MD)
  - Mileage
  - Taxi/Uber/Lyft/shuttle
  - Rental Vehicle

*Itemized* receipts are needed for all expenses, with the exception of mileage and per diem. Receipts should **not** be submitted for meals/per diem expenses.



# Travel

- Other travel\*
  - Mileage for personal or gas for organization-owned vehicle to pick up supplies, transport participants, etc.
- **Personal Vehicle:** A mileage log is required that shows the actual mileage incurred, date, and the purpose of the travel.
- Organizations will be reimbursed in accordance with the current federal mileage rate (\$0.585/mile), unless your site has a lower mileage reimbursement rate that you are required to use.
  - You will be notified by FirstPic, Inc. if this rate changes during the award period.
- The federal mileage rate includes fuel. You cannot claim fuel separately.
- **Organization Vehicle:** sites will be reimbursed for gas, not mileage. A travel log is required showing mileage, date, purpose of travel, type of vehicle (car, minivan, full- size van, etc.) as well as gas receipts.
- Amount requested for reimbursement should reasonably reflect amount of gas used for mileage incurred.



\*Only reimbursable if it is in your approved budget.

# Travel - Notes

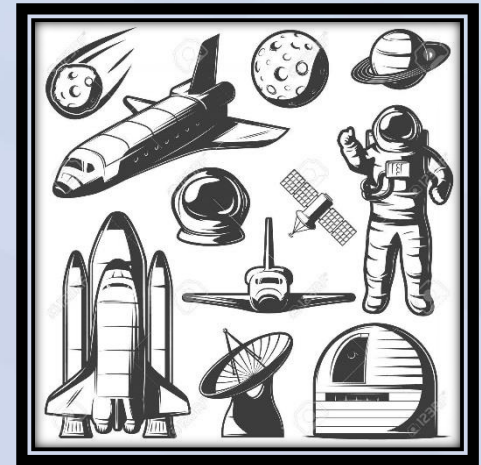
## Example Notes

- **Personal Vehicle:** Mileage for the CEO to travel and purchase snacks from the grocery store for NPAL Mentoring participants during meetings.
- **Organization Owned Vehicle:** The PAL van was utilized to transport NPAL Mentoring participants to the park to clean up and revitalize the area for the community service project
- **End of the Year Trip – bus rental:** A bus was rented to transport NPAL Mentoring participants to the Skate Park for an end of the year field trip
- **Youth Summit:** Expenses for 4 youth and 1 staff member who attended the NPAL Mentoring Youth Summit including conference fees, ground transportation (Uber/Lyft), per diem, and airfare.



# Other Costs

Field Trip!



# Other Costs

A narrative must be provided in the notes explaining, in detail, how the event supported the NPAL mentoring program and met program requirements.

*Itemized* receipts and proof of payment are needed for all expenses.



# Other Costs - Notes

## Example Notes

- **Community Service Project:** NPAL Mentoring participants cleaned up and revitalized the local park by picking up trash and gardening within the area. Items such as shovels, gloves, trash bags, etc were purchased and utilized by NPAL Mentoring participants for this community service project
- **Curriculum:** Curriculum was purchased and utilized to facilitate lessons throughout the NPAL Mentoring program year
- **End of the Year Trip – Admissions:** Admission costs for the end of the year trip for NPAL Mentoring participants to recognize their commitment to the program and support bonding between mentors and mentees





# *Examples of Allowable & Unallowable Costs*

## PERSONNEL

**Allowed:** Part-time staff person to serve as the NPAL Mentoring Program Coordinator (per your LOA).  
Maximum of 10% of salary for administrative personnel.

## FRINGE BENEFITS\*

**Allowed:** Benefits paid by the employer (based on employee-only policy rates for insurance).

**Not Allowed:** Anything permanently affixed to the ground or building; service contracts.

\*Only reimbursable if it is in your approved budget.



# *Examples of Allowable & Unallowable Costs*

## SUPPLIES

**Allowed:** Snacks when necessary, miscellaneous office/program supplies\* necessary to implement the NPAL Mentoring program.

**Not Allowed:** Tips, anything associated with fundraising, giveaways, incentives, decorations, etc.

## TRAVEL\*

**Allowed:** Any local travel associated with the NPAL Mentoring program. Travel expenses related to the required Youth Summit.

**Not Allowed:** You may not be reimbursed for both mileage and gas. “Extra” charges for rental cars are not allowed.

\*Only reimbursable if it is in your approved budget.



# ***Examples of Allowable & Unallowable Costs***

## **CONTRACT SPECIALISTS\***

**Allowed:** Presentations by subject experts conducted as an enrichment activity. Contractors can be paid a maximum rate of \$650/8-hour day (\$81.25/hour).

## **OTHER COSTS\***

**Allowed:** Admission costs associated with NPAL Mentoring field trips, including costs for mentors. Mentor background checks.

**Not Allowed:** Expenses related to non-NPAL Mentoring participants.

\*Only reimbursable if it is in your approved budget.



# *Examples of General Unallowable Costs*

- All Equipment such as computers, tablets, etc
  - Equipment includes expenses over \$500
- Furniture
- Meals/Pizza
- Food costs for meetings or events that NPAL Mentoring youth are not participating in
- Reimbursement for travel to or from work
- Reimbursements for mentors to travel to or from activities
- Incentives, giveaways, or gifts for mentors
- Rent or facility costs
- Utilities (phone, internet, etc)
- Shipping and postage



# Budget Monitoring



# Budget Monitoring

- Spending the full amount of your grant dollars helps us advocate for additional money for you in the future.
- Please, do not hesitate to reach out to us **early** if you don't think you will spend the full grant in time.
  - If we know early enough, we can help you and help ensure that it will not impact future funding decisions.
- We want to make sure that you get the most out of the money that you have been awarded. Therefore, we ask you to keep a close eye on your budget to ensure that you will spend the entirety of your award by the end of the grant period within the line items in your approved budget.





# FirstPic, Inc.

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(704) 605-6308

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