



SCRC's Local Development District Capacity Building Program

Guidance for Submitting Reimbursements

Awardees may submit requests for reimbursement on their own schedule following these basic rules:

1. **Period Covered by the Request (Box 8 of the SF270):** All time periods from the start of the project to close-out must be accounted for and not overlap.
2. **No Overlapping Time Periods:** For example, do not submit a request for reimbursement from February 1 - March 31 for one amount, and another request for reimbursement from March 1 - April 30. It is the LDD's responsibility to ensure that their records are kept in a manner that they can appropriately document their costs when funds are needed for the month.
3. **No Skipped Time Periods:** For example, if a previous request period ended March 31, your next reimbursement request should begin on April 1.
4. **Monthly Dates for Request Period:** Requests for reimbursements should reflect complete months in Box 8 of the SF270. Do not submit a request for reimbursement for April 5 to April 28 and then another for April 29 to May 15. An appropriate request period for this example would be April 1 - May 31.
5. **Reimbursement requests submitted with supporting documentation (invoices, receipts, payroll records, etc.) are highly encouraged to submit an SCRC Reimbursement Support Document Summary Sheet.** LDDs may use SCRC's template or submit their own. Including a summary sheet with your reimbursement request enables our team to process your request more efficiently. SCRC reserves the right to request additional documentation for any reimbursement. There may be a wide variety of ways to demonstrate actual costs incurred, but some examples include:
 - a. Receipts for purchase of goods and supplies.
 - b. Payroll records for staff salaries and/or benefits.
 - c. Paid receipts from selected contractors and/or other vendors (*An estimate is not an invoice.)
 - d. Each supporting document should demonstrate the following:
 - i. Dates of the expense fall within the request period (Box 8 of the SF270)
 - ii. The cost is an eligible expense in alignment with the project's most up-to-date budget and budget narrative

NOTES:

None of the documentation to demonstrate work completed should be created for the express purpose of meeting any SCRC requirements. All documentation should be standard record-keeping that the grantee conducts on a regular basis following best practices and accounting of their work.

SCRC will only cover the cost of food and beverages when being purchased for the express purpose of a conference or forum held in support of the project and is clearly outlined in the project budget. SCRC will not cover the costs of alcoholic beverages, or tips associated with the purchase of food or beverages as outlined.