

ORLEANS PERKINS CONSORTIUM Reimbursement Guidelines for 2021-2022 (FY22)

1. Quarterly reimbursement requests are due on the following dates:
 - Quarter 1-3 (7/1/2021-3/30/2022) Reimbursements: **April 15, 2022**
 - Quarter 1-4 (7/1/2021-5/31/2022) Reimbursements: **June 15, 2022**
 - *Please note: All expenses should be incurred by May 31, 2022. Expenses incurred after this date will not be reimbursed.*
2. For each quarter, submit the [required forms](#) and supporting documentation [via this Google Form](#). **Required forms are listed below and should be uploaded through the Google Form as a single PDF document.** The order of documents in the PDF file should be as follows to avoid delays in processing:
 - [Cover Sheet for Perkins Reimbursement Requests](#)
 - This cover sheet outlines necessary information and documentation for reimbursements including budget items references. **Acknowledgement and signature of authorized representative/billing contact is required.**
 - **On each reimbursement receipt/invoice/payroll register, explicitly cite your school and the related budget item at the top of the page (example: "X High School - Salary for Quest for Success Instructor")**
 - For travel expenses, schools must contact YouthForce team at least two (2) months ahead of travel dates to confirm allowable expenses and additional forms required.
 - Submit with ALL reimbursement requests.
 - [Salary & Benefits Reimbursement Summary \(for Salary and Benefit requests only\)](#)
 - This spreadsheet details the employee's annual salary, number of pay periods per year, payroll date(s) for the requested reimbursement, total pay for those pay periods, benefits requested for pay period, percentage of time allocated from Perkins funding, and total cost allocated to Perkins for payroll periods being requested.
 - Benefits can only be charged on salary that is Perkins-eligible. (For example, if only 10% of salary was Perkins-eligible for a pay period, Perkins funds can cover 10% or less of the employee's benefits for the same period.)
 - Salary & Benefits Reimbursement Summary must be submitted with reimbursement requests for Salaries and Benefits.
 - [Paystubs \(for Salary and Benefit requests only\)](#)
 - Submit paystubs for all pay periods requested for full or partial reimbursement in chronological order. Any benefits requested must be clearly identified on the paystub.

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- **On each paystub, cite your school and the related budget item at the top of the page (example: “X High School - Salary for Quest for Success Instructor”)**
 - Reimbursements cannot be processed if any documentation for requested payroll periods is missing.

 - **Personnel Activity Report (PAR - for Salary and Benefit requests only)**
 - This report is required by federal grant regulations for salaried employees and outlines time and effort of the employee funded by Perkins and by other funding sources. It must be completed and **signed by employee and immediate supervisor at least monthly** and within 10 days after the payroll period ending date according to federal and state guidelines.
 - Reimbursements requests for Salaries and Benefits cannot be processed with signed monthly PARs.

 - **Invoices and Proof of Payment (receipts, processed checks, etc.)**
 - Required for reimbursement requests for Professional and Technical Services, Other Contracted Services, Materials/Supplies that are mutually beneficial, and Travel.
 - **On each invoice and proof of payment, cite your school and the related budget item at the top of the page (example: “X High School - Contracted Services for CNA Course”)**

 - **Cost Price Analysis**
 - This form is only required for purchases between \$3,000 and \$150,000 and briefly outlines your process in choosing vendors to ensure reasonable and allocable costs.
 - A Cost Price Analysis Form must be submitted with reimbursement requests for Professional and Technical Services, Other Contracted Services, and Materials/Supplies that are mutually beneficial between \$3,000 and \$150,000.
3. Reimbursements depend on LDE processing and approvals and may take up to 90 days from school submission deadline, assuming all requests and paperwork are in order.
 4. Any materials submitted after deadlines will be delayed in processing.
 5. All expenses should be incurred by May 31, 2022. Expenses incurred after this date will not be reimbursed.