

# Monitoring, Documentation, and Travel

Kelli Bruemmer

Program Manager

# Monitoring Requirements

- Frequency
  - Based on your annual Risk Assessment
    - Award Amount & Program Complexity
    - Previous Audits & Funding Usage
    - Timeliness of Reporting
    - Staffing Changes
- Types of Monitoring Visits
  - On Site
  - Telephone
  - Desk Reviews

# On Site Monitoring

- Review of records
- Training, activity/timesheets, financials and citation/warnings, internal controls
- **Records must be kept a minimum of 3 years!**

# On Site Monitoring

- Discussion about progress, problems, successes, etc.
- Equipment tagging and inventory
- Recommendations, if necessary
- Monitoring Report

# Monitoring Report

Quarterly monitoring reports contain the following information:

- Expenditures to-date, as reported
- Identified problems or shortcomings
- Recommendations made and/or assistance provided
- Areas of commendation

You can review your grant's monitoring reports once they are complete.

# Documentation Requirements

**ACTIVITY**

**FINANCE**

**EQUIPMENT**

**TRAVEL**

# Activity Documentation

- Verification of agency overtime policy, if applicable
- Activity sheets, signed by employee/officer and supervisor
  - Days and hours worked
  - Agency name
  - Activity summary (written warnings and/or citations, categorized)
  - Signatures (employee and supervisor)
  - Fraud statement

**Law enforcement activity sheet templates will be provided by your program manager.**

# Activity Documentation

Organizing activity sheets, timesheets, and financial documentation in your attachments greatly assists OHSO in the timely processing of your claims.

- Chronological order
- Alphabetical order
- Attachments accurately labeled



# Salaried Employees

Time accountability is key for a salaried employee

- Various forms of automated time reports
- Detailed description of activities with dates and time
- Copy of calendar with appointments and activities related to OHSO-funded position
- Must contain **Employee** and **Supervisor** signature
- Fraud statement

# Financial Documentation

- Employee pay rates
- Changes in pay rates, as they occur
- Summary of payment(s)
  - List of individual payments, dates, and hours worked
  - Hourly rate(s)
  - Overtime rate(s), if applicable
  - Benefits paid, if applicable
  - Total paid
  - Signature of Finance Officer

# Equipment Documentation

- Proof of purchases (operating costs or equipment)
- Signed and dated receipt of goods
- Purchasing and inventory control policies
- Verification of training on equipment, if applicable
- Buy America Act (BAA) certification required for pre-approved equipment over \$5000

# Planning Travel

Where are you going?

- Location NOT listed in the grant? Contact Program Manager for pre-approval!

When are you going?

- Register as early as possible to save funds
- Travel Status – applies to trips more than 60 miles away
  - Travel status begins when you leave, up to 24 hours prior to the start of the event, and ends when you return, or up to 24 hours after the event concludes. This is important information in calculating per diem, if applicable.

# Planning Travel

How are you getting there?

- Flying?
  - Book an **ECONOMY** ticket! We cannot reimburse business or first class.
- Driving?
  - Requires a cost comparison to show that driving is cheaper
  - Print flight prices to compare to the cost of mileage

# Planning Travel

Where are you staying?

- Conference Hotel or Approved Conference Overflow Hotel?
  - Conference-approved rate is reimbursable, even if it is above the federally-approved rate. Proof of conference rate is required.
- Other Hotel?
  - Reimbursed at federally-approved rate, NOT the conference rate
- Travel to and from airport is reimbursable.

# Planning Travel

## Per Diem or Meals?

- Per Diem?
  - Maximum allowed is the federal reimbursement rate
  - Meals provided by the event will reduce the per diem allowed
- Meals?
  - Must show all itemized receipts – cannot reimburse alcoholic beverages
  - Cannot exceed amount of what per diem would have been, if requested
  - Tips can be reimbursed, if the agency policy allows and the amount is less than or equal to per diem

# Travel Reimbursement

## Required Items for Submission

- Dates and times of travel status – Travel summary form is available from your Program Manager
- Mode of Travel – Air or Drive
  - Flight
    - Need receipts for flight and baggage, if applicable
  - Drive
    - Need mileage (map or odometer reading) and cost comparison to flight



# Travel Reimbursement

## Required Items for Submission

- Meals or Per Diem – need receipts for meals or proof of per diem rate
- Proof of agency reimbursement to employee
- Mileage is reimbursed at \$0.56/mile at this time, and may change on January 1<sup>st</sup>. Check with your Program Manager.
- Workday mileage is calculated from your work station. Off-day travel is calculated from your home.

# Travel Reimbursement

## Important References to Bookmark

- [Oklahoma State Travel Reimbursement Act](#)
- [Oklahoma State Travel Policy](#)
- [Federal Reimbursement Rates](#)
- [Per Diem Calculation Table](#)

# Common Errors

- Missing signatures (invoices, activity sheets, receipt of goods, etc.)
- Activity is non-reimbursable
- Missing documentation on purchases
- Pay rate is inconsistent
- Expenses not pre-approved, if applicable

# Questions?

Contact your Program Manager.