

# Monitoring, Documentation, and Travel

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# Monitoring Requirements

- What does NHTSA require?
  - Frequency
- 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
- 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

Finance

Activity

Equipment

Travel

# 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

# 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
  - 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

# 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 24 hours prior to the start of the event and ends 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!
- 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 receipts – cannot reimburse alcoholic beverages
  - Cannot exceed amount of what per diem would have been, if requested

# 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 \$0.575/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.