

Claims Checklist

Reminders

- Project director or designee has signed and dated the THS-04, THS-02 and THS-03
- All claim documentation (THS forms and support) must be scanned and uploaded to the [TN Grants system](#)
 - All copies of documentation must be legible. Failure to provide these may lead to a reduction in the claim
- All claim revision documentation should be emailed to your program manager
 - Only revisions documentation, not an entirely new claim
- All cost category totals should be correct

THS-04 CLAIM

- Verify all totals are correct
- Project director or designee has signed, dated, and listed phone number and email
- A copy of the THSO approved modification is attached, if applicable

THS-02 PERSONNEL SERVICES

All employee documentation should be in the same sequential order as listed on the THS-02

- Verify THS-02 totals are accurate
 - **For Overtime**
 - Check copy(s) for each employee(s) are attached:
 - Preferred information on check copy:
 - Shows the hourly base rate or salary pay
 - Shows overtime rate of pay, if applicable
 - Shows the minimum number of hours worked (regular and overtime)
 - Activity sheet(s) or overtime comp sheet(s) for each employee are attached
 - Employee Name
 - Shows the date(s) worked
 - Shows the time on *and* off duty
 - Shows the total number of hours worked, including a detailed explanation for the overtime hours (i.e. 8 hours THSO Alcohol Saturation Patrol, 3 hours THSO Sobriety Checkpoint, etc.)
 - Signature lines are signed by appropriate personnel, if applicable
 - If the agency does not have its own activity sheet, attach a completed [THSO Enforcement Activity Form](#)
 - If the agency is working a community outreach event, attach a completed [THSO Community Outreach Event Form](#) (one per employee)
 - **For Full Time/Part Time Personnel**
 - Personnel Certification Form (THS-16) is attached

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- Timesheet detailing all hours worked, including a breakdown of hours funded by grant(s)
- Check copy(s) for each employee(s) are attached:
 - Preferred information on check copy:
 - Shows the hourly base rate or salary pay
 - Shows overtime rate of pay, if applicable
 - Shows the minimum number of hours worked (regular and overtime)
- Project Director or designee has signed, dated, and listed phone number

THS-03 OTHER COSTS

All employee documentation should be in the same sequential order as listed on the THS-03

- Verify expenditure is allowable in the present grant budget (tntrafficsafety.org)

THS-03 General

- Date Paid
- Vendor and Item (i.e. Dell – two computers)
 - If grant employee has incurrent costs, include a brief explanation, (i.e David Walker – Lifesavers Conference travel or David Walker – January cell phone bill)
- Check Reference number

Non-Personnel – Travel Costs

- Copy(s) of approved THSO Travel Authorization (THS-09)
- Copy(s) of conference agenda along with literature indicating hotel rate and registration
 - An approved THSO memo is required on expenses above the per diem rate.
- Verify per diem rate is correct for the designated traveled state/county (Per Diem Rate found at GSA.gov)
 - Verify meal reduction for THSO sponsored events, if applicable
- Copy(s) of meal receipts, if applicable per agency policy
 - Reimbursement will be based on per diem rate and the agency will be reimbursed on whichever is less.
- Copy(s) of Google Maps or another similar supporting document for mileage claimed (Travel Mileage Rates found at GSA.gov)
- Copy(s) of parking receipt(s)
- Copy(s) of *itemized* hotel bill showing a *zero balance*
- Copy(s) of airfare ticket (e-ticket is acceptable)
 - Copy of baggage fee, if applicable
- Copy(s) for taxi/rideshare receipt(s)
- Copy(s) for car rental receipt(s)
- Copy(s) of attendance or sign-in sheet for training classes, if applicable

Non-Personnel – Equipment less than \$10,000 – Office Supplies, Communications, etc.

- Copy(s) of invoice and/or receipt

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- For vehicles – a copy(s) of the vehicle title
- For trailers – a copy(s) of the certificate of origin
- Proof of Payment Options
 - Check copy(s)
 - Credit/Debit card statement (all charges can be redacted minus ones requested for reimbursement)

Other Non-Personnel – Membership Fees, organizational permits, advertising, insurance, etc.

- Copy(s) of invoice and/or receipt
- Proof of Payment Options
 - Check copy(s)
 - Credit/Debit card statement (all charges can be redacted minus ones requested for reimbursement)

Capital Purchase – Equipment \$10,000 or more per item

***Each equipment purchase costing \$10,000 and over must be approved by THSO and NHTSA prior to purchase ***

- THS-22 form (only for equipment \$10,000.00 or more)
- Copy(s) invoice and/or receipt
 - For vehicles – a copy(s) of the vehicle title
 - For trailers – a copy(s) for the certificate of origin is required
- Proof of Payment Options
 - Check copy(s)
 - Credit/Debit card statement (all charges can be redacted minus ones requested for reimbursement)

Professional Fees

- Copy(s) of the signed third-party contract or MOU
- Copy(s) invoice and/or receipt – include scope/activity(s) completed and date(s) of work
- Proof of Payment Options
 - Check copy(s)
 - Credit/Debit card statement (all charges can be redacted minus ones requested for reimbursement)