

Nebraska Citizen Corps Billing Policies For Reimbursement Process Effective January 1, 2008

ALL OF THE FOLLOWING SPECIFIC COSTS MUST BE APPROVED IN THE CITIZEN CORPS COUNCIL'S ANNUAL GRANT APPLICATION BEFORE SHOWING UP ON A BILLING.

1. When reimbursement for costs related to a CERT training are requested, a CERT class roster and training agenda MUST be included with the cost documentation.
2. Lead trainers will be paid at the rate of \$20/hr for a 20-hour CERT class not to exceed \$400 total. Support trainers will be paid at the rate of \$15/hr for a 20-hour CERT class not to exceed \$300 total.
3. A limit of three trainers will be paid per CERT class. There should be a CERT trainer for every 6-7 students in the class.
4. A CERT class should be held for a minimum of 6 students. In this case, only one CERT trainer will be paid.
5. CERT kits are limited to no more than \$25 per kit per student and CERT manuals are limited to \$10 per manual and one per student. It is recommended that the program should burn the manual on a CD and give to the class attendees.
6. Food costs will be reimbursed only if it is a meal provided during a work session.
7. No computers, LED projectors or fax/copiers will be purchased with Nebraska Citizen Corps funding without prior approval of the Nebraska Volunteer Service Commission's Executive Director.
8. No recurring (monthly) charges will be reimbursed. Example: telephone service monthly charges. The exception is internet monthly service which is viewed as a public education expense.
9. During travel, no tips for food service will be reimbursed.
10. All hotel rooms must be reserved at the current Federal CONUS rate for the location of the training or conference. For 2008, the Nebraska rate is \$70.00 (outside of Omaha). If the room costs more than this amount, the room costs will not be reimbursed. No incidentals charged to the room will be reimbursed. No taxes or any other charges other than the room charge will be paid.
11. Single beverages that are not included with a meal or food snacks will not be reimbursed.
12. \$30.00 per day for in-state meal costs while traveling is allowable as follows:
 - \$ 6.00 – Breakfast (Overnight travel at or before 6:30 a.m.)
 - \$ 9.00 – Lunch (Overnight travel at or before 11:00 a.m. or returns from overnight travel after 2:00 p.m.)
 - \$15.00 – Dinner (Returns from overnight travel at or after 7:00 p.m.)
13. Personal Vehicle Mileage is an allowable expense at the current Internal Revenue Service rates of reimbursement when the use of a personal vehicle is necessary to attend Citizen Corps meetings or activities.

NOTE: The Commission reserves the right to make revisions to these policies at any time. When such revision is made, subgrantees will be notified.

*If you have any additional questions regarding the Nebraska Citizen Corps reimbursement process, please contact Janet Schmidt, Fiscal/Operations Officer, Nebraska Volunteer Service Commission, 402-471-6212 or e-mail: janet.schmidt@dhhs.ne.gov.