



State of Arizona Department of Homeland Security



Arizona Department of Homeland Security

Reimbursement Instructions for Homeland Security Grant Programs

1. Each awarded stakeholder will receive a reimbursement request form. The form will be pre-populated with the stakeholder's contact information, project number and awarded line item budget. Please double check that information on the reimbursement request form is accurate. Call your regional strategic planner to discuss any discrepancies.
2. Please complete and sign the reimbursement request form, be sure to include a contact number on the form so that the Arizona Department of Homeland Security can contact you should there be any questions related to the reimbursement request. A completed form will include: reporting period dates, current period, year to date and the balance remaining. For a sample of a completed reimbursement request form, please refer to the budget change guidelines document, which can be found on the AZDOHS website.
3. In addition to the reimbursement request form, proper documentation is required. Please provide an invoice and supporting documentation as proof of payment for all allowable expenses. The following supporting documentation are required as acceptable proof of payment by the stakeholder:
 - Payroll reports for any personnel expenditures
 - Copies of invoices
 - Warrant copies or official accounting documentation from the stakeholders official accounting system which provides a payment number
 - Activity reports for any overtime or mileage (Operation Stonegarden)
 - Documentation can include a print screen of your internal financial system that includes a warrant/EFT number or a copy of a warrant/check.

*Credit card statements (Purchasing card statements) are not an acceptable form of payment; however, the warrant or accounting log showing payment information (warrant or EFT number) to the creditor for that particular expense(s) is acceptable.



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Governor Janice K. Brewer

Director Leesa Berens Morrison

If you are submitting for reimbursement related to travel expenses for your agency, please provide a copy of the standard back-up documentation that your agency uses for travel purposes. Any travel-related costs included in a reimbursement request must adhere to the allowable rate guidelines for the State of Arizona. These guidelines are available on the State of Arizona General Accounting Office website at: (<http://www.gao.state.az.us/travel/>). **INTERNATIONAL TRAVEL EXPENSES WILL NOT BE REIMBURSED.**

The completed Reimbursement Request should be sent to:

Arizona Department of Homeland Security
Finance & Administration
1700 West Washington, Suite 210
Phoenix, AZ 85007

The most frequent errors include:

Incorrect Math

Incomplete back-up documentation demonstrating the expense has occurred

We will accept reimbursement requests as often as monthly to help expedite the reimbursement process. Please be sure to refer to the reimbursement calendar for due dates, drawdown dates and warrant process dates.

These instructions are provided so that the reimbursement process can be completed as quickly as possible. Please note that the reimbursement request process may be prolonged if your submittal is incomplete.

If you have questions, please do not hesitate to contact anyone in the Division of Finance & Administration or your Strategic Regional Planner.