

**EXHIBIT D**  
**REIMBURSEMENT PROCEDURES**

**Reimbursement Procedures and Documents**

All funds shall be disbursed to MCAH on a reimbursement basis. Documentation that the expenses were paid shall be submitted and may include check copies, receipts or general ledger. Reimbursement requests shall be submitted monthly. All reimbursement requests must be received within 30 days of the end of the contract.

Invoices--All invoices shall be accompanied by a document summarizing costs incurred by category based on the approved budget. MCAH also shall provide the invoice electronically in a spreadsheet to facilitate verification of calculations and for ease of record-keeping. The invoice cover sheet or transmittal letter shall include MCAH's name, address and logo. The date of the invoice and the time period of expenditures shall be indicated.

Documentation--MCAH will submit back-up documentation in the order of the detail sheet generated by MCAH's accounting software.

Staff Costs—For staff costs, MCAH shall provide timesheets indicating hours worked on NC HMIS project, including notations of work activities. Time sheets shall include the signature of the employee and supervisor. Staff costs must be documented by payroll records or the general ledger, which shall be submitted by MCAH.

Other Charges—As applicable, back-up documentation for non-personnel expenses shall be copies of vendor bills or receipts which are vendor originated; contain name of vendor; contain name of purchaser; contain date of purchase and delivery; include itemization of purchase/service (description of items or service, number of each item/unit of service, and cost of each item/unit of service); and the total purchase cost.

Documentation for rent may be substantiated by a copy of a lease. Utility costs may be documented by utility bills. Travel expenses shall be documented by an approved expense report, signed by MCAH management, accompanied by appropriate receipts for airfare, meals and other travel expenses. However, for travel expenses, a federally approved per diem may be used for meals and incidental travel expenses in lieu of actual receipts. Requests for reimbursement of expenses for third-party services shall be accompanied by a copy of the contract for the services including a description of the work completed.

\_\_\_\_\_ may require submission of additional documentation to meet funder or regulatory requirements.