

**Request for Reimbursement**

1. Agency Name: _____ 2. Agency Contact Person: _____ 3. Agency Address: _____ _____ _____ 4a. HIDTA Subaward _____ 4b. Request #: _____	5. Initiative Name: _____ 6. Budget Year: _____ 7. Period: _____ 8. Bank Information: (Complete only if ACH of funds is requested) 9-digit Routing Transit No. _____ Depositor Account # _____ Name of Bank _____
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**9.COMPUTATION OF AMOUNT OF REIMBURSEMENT REQUESTED:**

Account	Description	Total Amount	
<b>a. Personnel</b>	Regular salary, including vacation and holiday, paid to agency employees (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>b. Fringe</b>	FICA, Retirement, Health, Life, Other Fringe Benefits paid in accordance with agency policies (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>c. Overtime</b>	Overtime per your approved budget. <i>(Note: check current year program guidance for overtime limits per employee)</i>		
	Account # _____		Amount <b>(Detail on Page 2 must be completed)</b>
		\$	
<b>d. Travel</b>	Investigative, administrative and training travel - lodging, per diem, air fare, vehicle rental, etc. (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>e. Facilities</b>	Lease of office space, warehouse, etc. Utilities, janitorial, improvements, maintenance, etc. (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>f. Services</b>	Lease/rental of equipment, phones, pagers, radios, copiers, vehicles, computers, data lines, audio/visual contractual services, workforce under contract for specific project, consultants (computer, investigative, litigation), Photo processing, repairs/maintenance (all except facilities) – service agreements, flight time, etc. (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>g. Equipment</b>	Purchase of Equipment [Communications (audio, phones, pagers, radios); Office (furniture, computer work stations, computers & accessories, copiers, fax machines, & others); Surveillance (electronics, specialized audio/phone, equip., lens, scopes, night vision, pen register); cameras, lenses, and related equipment; vehicles; Video equipment, VCR, others] (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>h. Supplies</b>	Investigative/operational supplies, treatment prevention and demand reduction supplies, office supplies, software (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>i. Other Costs</b>	Purchase of Information/Evidence: Items not covered elsewhere (per your approved budget)		
	Account # _____		Amount _____
		\$	
<b>Total Request Amount</b>		<b>\$</b>	

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions and that payment has not been previously requested. I further certify that if funds for overtime reimbursement are being requested, that the total this agency has collected from Appalachia HIDTA for overtime for this officer/s does not exceed the Appalachia HIDTA limit of \$18,000 per officer per calendar year and that the amount does not exceed the lower of : (1) applicable state, local, and tribal regulations of officer's parent agency; or (2) 25% of the Federal GS-12, Step 1 level pay scale for "Rest of US" in the law enforcement general schedule in effect at the beginning of the calendar year. In addition, this overtime rate is the maximum that an officer can receive during the calendar year, fiscal year or other 12-month period from all Federal funding sources combined.

Signature of Agency Authorized Certifying Official	Date	
State Coordinator Signature	Date	Task Force Commander Signature
		Date

**Item #9 b. Fringe** (When making a request for reimbursement for fringe expense, please list each employee and the amount requested per employee. Total the amount column and carry the total amount to page 1 item #9b.)

Employee Name	Amount
<b>TOTAL (Also enter on page #1 item 9a.)</b>	

**Item #9 c.-Overtime:**

Officer Name	HIDTA overtime reimbursement requested to date (not including this request) <b>(1)</b>	HIDTA funding requested with this request <b>(carry this amount forward to page 1 Item 9.c.)</b> <b>(2)</b>	Total Overtime seeking reimbursement to-date** <b>=(1)+(2)</b>
<b>TOTAL (Also enter in page 1 item 9c)</b>			

\*\* Be advised that the total this agency has collected from Appalachia HIDTA for overtime for this officer/s cannot not exceed the Appalachia HIDTA limit of \$18,000 per officer per calendar year and the amount cannot exceed the lower of : (1) applicable state, local, and tribal regulations of officer's parent agency; or (2) 25% of the Federal GS-12, Step 1 level pay scale for "Rest of US" in the law enforcement general schedule in effect at the beginning of the calendar year. In addition, this overtime rate is the maximum that an officer can receive during the calendar year, fiscal year or other 12-month period from all Federal funding sources combined.