



**Federal FY2016
Local Grantee Meetings
Claims Processing Updates**

IDOT, Division of Traffic Safety

Brand New Claim

- **Go to: TrafficSafetyGrantsIllinois.org website**
- **Open the TS500a for Alcohol Enforcement, TS500b for Occupant Protection Enforcement or TS600 for Injury Prevention/LAP**

Type on Attachment A:

- **Date – top of the page, period covered, signature dates**
- **Agency Name**
- **Address**
- **Claim #**
- **Project #**
- **Period Covered**
- **Amount Allowed/Amount Requested for Reimbursement**
- **All other spots on Attachment A & SIGNATURES!!**



Impaired Driving Attachment A

RPT
act

Date: 4/8/2015

- 1. Warrant Issued To: Barrington Police
400 N. Rt 14
Barrington, IL 60010
- 2. Claim Number: 3
- 3a. Prepared By: Sgt. John Burke
- 3b. Telephone Number: 847-304-3300
- 3c. E-Mail Address: jburke@barrington-il.gov
- 4. Project Number: AP-15-0020
- 5. Period Covered: 03/13/2015 - 03/22/2015
- 6. Location of Records: 400 N. Northwest Highway Barrington, IL. 60010

7. Project Costs by Budget Category:

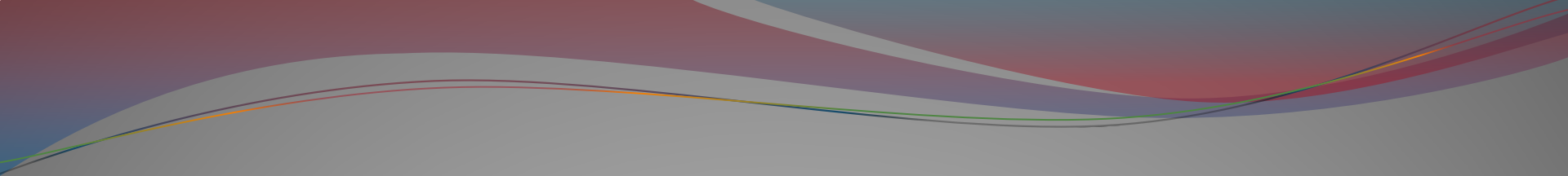
	A Approved Budget For Impaired Driving Enforcement	B Expended this Period For Impaired Driving Enforcement
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Personal Services	\$2,016.00	679.62 \$879.72 ✓ ok.
Equipment		
TOTAL		679.62
8. Amount of Claim		679.62 \$679.72

Cost 6/1/15

This page should be typed (handwritten edits by DTS staff/project manager only.)

“Warrant issued to: (1)” is address for check mailing.

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- **Attachment B for each line item, i.e., Personal Services – complete the top of Attachment B with pertinent data**
 - **Check Numbers or DD (Direct Deposit)**
 - **COPIES of back up documentation**
 - **Round up – if your calculation is \$0.765, for example, it is \$0.77 when the claim is processed.**

Personal Services

- Law enforcement –
overtime rate X hours worked = reimbursement
Attachment C must be completed for STEP grants
Attachments C, D and E must be completed for LAP
- Non-law enforcement –
Monthly salary or hours worked X hourly rate
Attachments C, D and E must be completed

Fringe Benefits/Social Security

- Law enforcement –
No fringe benefits or Social Security on STEP grants
- Non-law enforcement –
Percent must match amount shown on agreement

Travel

- Attachment B should show the name of each traveler with the amount requested for reimbursement for each.
- Travel log should show:
 - Time and date left office
 - Purpose of trip
 - Expenses – lodging, taxi, mileage, parking, etc.
 - Time and date arriving back at office



Contractual Services

Printing

Commodities

- Documentation
- Clarify – who, what, when, where, why

Before Mailing:

- Ensure signatures are on the claim
- Mail or give to project manager (LEL/LAL) with the campaign report or monthly report if other than STEP claim

Cyndi Titus

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