Summary of Changes to *Manual 8, Reimbursements*
July 2013

*Manual 8, Reimbursements* was clarified, summarized, and reorganized. We put every effort to make the manual easier to use and easier to read. We have listed the sections below, with highlights of changes. We recommend that sponsor staff preparing invoices read this manual and review the Recreation and Conservation Office training videos. Please note: All of the forms have been changed. Please let us know if you have any questions about the changes to the manual. All of our training material has been updated and is available for your review.

Section 1 - *General Information* - rewritten, some new things added to the important things to know section

Section 2 - *Project Costs* - rewritten, reorganized

- Electronically approved timesheets are okay. (page 5).
- Reimbursement for meals provided by sponsor is limited to actual cost or state per diem (page 6).
- Long-term vehicle lease – limited to long-term lease rates and mileage listed on the U.S. GSA Web site (page 6).
- Equipment and tool use allowance only can be reported as non-reimbursable (pages 6, 8).
- Equipment rental involving a payment is okay.
- Only equipment and tools more than $1,000 (was $200) eligible for equipment and tool use and donated equipment and tool use (pages 6, 8).
- Documentation is required for volunteers coordinated by third parties (page 8).
- Removed professional and skilled labor separation (page 7).
- Unskilled labor rate now referred the standard labor rate (page 8).
- Donated materials valued at market value (page 9).
- Ineligible costs expanded (page 9).

Section 3 - *How to Bill RCO* - new section, combines and organizes previous sections.

- Sign invoices in blue ink (page 11).
- Do not need to submit bank statement for credit and debit card use (page 12).
- The transaction number can be the payment number or other actual number, like a log number or document number (page 12).
- “Force account” no longer accepted as transaction (payment) number. Need a journal or log number (page 12).

Section 4 - *Getting Paid* - new section, combines and organizes previous sections.

- Includes payment example (page 16).

Section 5 - *Other Requirements* - combines and organizes previous sections.

- Prevailing wages - new (page 20).
• Competitive bidding - new (page 20).

Section 6 - Salmon Recovery Funding Board Cash Advances
• Clarified current process (page 21).

Section 7 - Glossary
• New section (page 24).

Billing Forms
• Billing forms are completely updated. Sponsors must update their billing forms to use these or provide the same billing information.
• Expenditure summary and non-reimbursable forms combined into one form, now called cost report.
• Donations forms combined, went from five donation forms to two donation forms (labor donations, other donations).
• Instructions included with each form
• Form numbers changed.
• Checklist removed for development and restoration, other (non-capital).
• Expanded checklist for acquisition projects.