State of Nevada Division of Child and Family Services Grants Management Unit Request for Fund (RFR) Workshop Questions and Answers

Posted: September 10, 2019

Question 1:	Can travel be reimbursed in one month for the same travel?
Answer 1:	Travel must occur within the grant performance period. All documentation regarding the travel must be submitted for reimbursement once the travel has occurred.

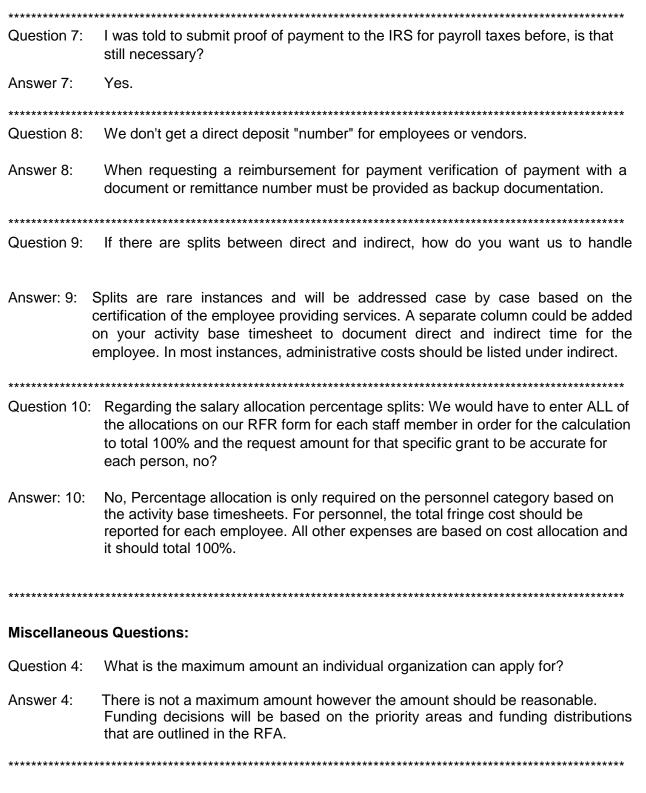
Question 2:	If you pay for airfare a month before the trip, do you want us to hold off until the month of the actual trip when all other expenses are expended?
Answer 2:	Yes, GMU must verify that actual trip took place.

Question 3:	We book our travel in advance to save money. We request reimbursement when the credit card is due. GMU said that we had to request the reimbursement all together. How does this work in this case if we paid for a flight in July, the employee did not ask for their reimbursement for per diem until August when the travel occurred?
Answer 3:	Reimbursement will be completed in the month of August once the trip has occurred.

Question 4:	What proof of payments should be submitted when requesting travel reimbursement?
Answer 4:	Mileage logs, invoices, flight itinerary, training description, receipts for registration fees, lodging, and other expenses State Travel Reimbursement Forms.

Questions Regarding Payroll:	
Question 6:	You stated to submit an activity-based timesheet OR cost allocation with percentage of time. Do we need to submit both?
Answer 6:	Activity based timesheets are required for personnel and fringe benefits expenses. Cost allocation percentage is required for all other expenses

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If you have additional questions, please contact the Grant Management Unit by email: dcfs.nv.gov

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