

Step # 1 Alabama STARRS System Registration

1. Grantees must be set up in the **Alabama STAARS System** to receive reimbursement.
2. A **VC or VI** number is required to be listed on an invoice to receive reimbursement.
3. Instructions for STAARS Registration can be found at:
<https://procurement.staars.alabama.gov/PRDVSS1X1/AltSelfService>

Step # 2 When can I Invoice?

1. Invoicing is requested to be done **Monthly** but you are required to bill at least **Quarterly** for all expenses incurred in each Quarter.
2. Final expenses must be reported within thirty (30) days after each training activity is completed or within 15 days following the fiscal year-end (September 30), whichever is the earliest; if a training program ends between September 15 and September 30, invoices must be submitted by October 15.
3. All line items on an invoice must correlate to the period requested for reimbursement.

Step # 3 What expenses are eligible for Reimbursement?

1. Only expenses outlined in the approved grant budget are eligible for reimbursement.
2. Review Grant Guidelines for additional info on eligible and non-eligible items for reimbursement.

Step # 4 What invoicing forms or backup must I use/provide when I bill?

1. All invoicing must be submitted with the invoicing template (see attached), followed by accurate and detailed receipts, quotes, etc.
2. All invoicing backup must be clearly labeled to identify associated billing items.

Step # 5 Where and how do I send my invoices?

1. All invoices must be emailed to both Hayes Vinson (hayes@alcict.com) and Laura Hudgens (laura.hudgens@realproperty.al.gov).

Step # 6 Who do I contact if I have questions about the billing process?

- If you have any questions about this process, please contact Program Manager Hayes Vinson at hayes@alcict.com or 334-221-1598.

Step # 7 Do's and Don'ts of Invoicing.

1. **Do** bill at least Quarterly if you incur expenses in each Quarter.
2. **Do** keep track of your invoice categories so you do not overspend in a given category
3. **Do** ensure that your entity's information is listed on invoices exactly as it is in STAARS, information that does not align will result in invoice rejection.
4. **Don't** submit multiple Billings for the same pay period.
5. **Don't** submit information unrelated to your invoice.