

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.
3. Please invoice one line item per category, by combining all charges for that budget category for that particular period. Example below:

A. DATE	B. PAYEE/ ITEMIZATION OF EXPENSES	C. GRANT BUDGET CATEGORY (CHOOSE ONE FROM DROP DOWN LIST - click right corner of cell)	D. AMOUNT
February 2022	Professional Instructor's Fees	Prof Instructor Fees	3,465.00
February 2022	Instructor's per diem	Instructor's Per Diem Exp Reimbursement	
February 2022	Training Certifications, Credentials, Licenses for Instructors	Instructor Training Certifications, Licenses, etc	
February 2022	Training Course Materials	Training Course Materials	800.79
February 2022	Training Materials and Supplies	Training Materials & Supplies	305.57
February 2022	Training Technology	Training Technology	
February 2022	Training Small Tools/ Equipment	Small Tools/Equipment	
February 2022	Purchased Training Equipment	Purchased Training Equipment	1,062.76
February 2022	Training Rental Equipment	Training Rental Equipment	
February 2022	On-site Facility Usage and/or facility improvements	On-site Facility Use or Improvements	1,011.14
February 2022	Training Certifications, Credentials, licenses for students/trainees	Student Training Certifications, Licenses, etc	
February 2022	Admin Hours (Other)	Other Admin & Overhead	955.05

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.alabama.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 or Laura Hudgens at laura.hudgens@realproperty.alabama.gov or 334-353-5355.

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.