

## MEMORANDUM

FOR RECORD

FROM: Michael L. Todorovich, PI/PD

SUBJECT: Reimbursement Processes - Personnel

DATE: February 14, 2012

This memorandum prescribes detail for billing processes directly related to reimbursement of personnel directly engaged in BTOP efforts. Specifically, it stems from questions asked by Library Commission and Office of Emergency Medical System.

- Direct personnel costs that are 100% BTOP associated may be reimbursed.
- Indirect costs may not be reimbursed.
- There must be complete and detailed documentation to validate the hours charged.
- A detailed invoice must be attached to the funds draw down (WV BTOP Funds Flow Form) for reimbursement.

I cannot overemphasize the fact that ALL invoices must be clearly identifiable as direct BTOP, and BTOP only work with full auditable detail to support the invoices.

Sincerely,



Michael L. Todorovich