**Quarterly Report Package Checklist:**

* Performance Progress Report (PPR) PPR-A include a brief narrative of what occurred during the quarter
* Accurate dates of quarter
* PPR-B include specific project details to each Project Budget Details (PBD)# worked this quarter
* PPR-A and -B supports the Financial Progress Report (FPR)
* Invoices support the Request for Reimbursement (R for R) (invoice amounts add up to R for R amount on FPR)
* Each Invoice marked with PBD#
* Each Invoice marked with total to be reimbursed if different than Invoice total

**Signatures (Primary or Delegates):**

* Project Manager signed PPR and FPR
* Signatory Official signed PPR
* Financial Officer signed FPR
* These signatures are on the current Signatory Authority Form
* These signatures are three different signatures

**Send Quarterly Report to DHS&EM – include the following:**

* PPR-A -- Signed
* PPR-B
* FPR - Signed
* After Action Report (required when an exercise is reported on PPR)
* Invoices/Receipts
* Procurement Method Report and backup documentation as required by selected expense block
* Proof of Payment Cleared– for each invoice
* SAM (print out on each vendor in package and one printout on jurisdiction)
* Updated Signatory Authority Form, when signatories change

**Backfill/Overtime Reimbursement—summary spreadsheet with the following:**

* Employee name
* Name of employee being backfilled
* Date worked
* Hours worked
* Rate of pay (mark straight or overtime)
* Total wages
* Fringe benefits
* Overtime rate for backfill does not exceed overtime rate of the individual being backfilled

**Travel Documentation**

**(Note: Travel must be complete before requesting reimbursement)**

* Traveler’s itinerary
* Purpose of travel
* Copy of conference or training registration form and event brochure, when applicable
* Copy of agenda and meeting minutes, when applicable
* Invoices/Receipts (airfare, lodging, parking, taxi, shuttle, ferry, rental car, gas, etc)
* Pre-Approval to travel (when not listed on the PBD)

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