

## STAR Invoice Submittal Process

### Invoicing Submittal Process:

- Grantees may submit invoices monthly for reimbursement, **but no less than quarterly**, for work performed throughout the state fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>).
- Invoices should be submitted electronically to [preventionboard@wisconsin.gov](mailto:preventionboard@wisconsin.gov) or mailed to: Prevention Board, 125 S. Webster Street, P42 Madison, WI 53703.
- Final fiscal year invoice must be submitted timely to receive reimbursement within each fiscal year. Final date to submit invoices to the Prevention Board for reimbursement is listed within each grantee's contract/scope of work.
  - *Please note: Final date to submit invoices for reimbursement is subject to change based on State of Wisconsin year end accounting timeline.*

### Reimbursable and Non-Reimbursable Expenses:

Each grantee's contract/scope of work details reimbursable and non-reimbursable expenses. The Prevention Board strongly encourages all grantees to review the terms and scope of the contract before work begins and when preparing invoices for reimbursement.

Travel expenses that are deemed reimbursable (i.e. mileage, hotel, meals) can only be reimbursed at state rate as defined in the state's [Uniform Travel Schedule Amounts](#). Please reference this document often, especially during times of travel and training.

Questions about allowable expenses should be submitted to [preventionboard@wisconsin.gov](mailto:preventionboard@wisconsin.gov).

### Invoice Details:

Invoices should clearly indicate the scope of work, dates and times of work performed and detailed description of expenses. Invoices to include (if applicable):

- Lined item expenses
  - Wages (parent co-presenter wages/stipend, daycare)
  - Travel and Training (mileage, hotel, training space rental). Please list each expense category separately (mileage one line, hotel room on another etc.)
  - Program Specific Supplies and Materials (curriculum, activities, attendance sheets)
  - Supplies (general office supplies and consumables)
- Training(s) date and location
- Supporting documentation (training agenda, attendance sheets, travel receipts, locations for mileage reimbursement)
- Original applicable receipts must be mailed if invoice is submitted electronically

Questions on preparing invoices for reimbursement can be sent to [preventionboard@wisconsin.gov](mailto:preventionboard@wisconsin.gov) or contact the Prevention Board directly at 608-266-6871.