REIMURSEMENT PROCEDURES

Overview of the reimbursement process

Sandra Breeden, February 3, 2023

Process for submitting Reimbursement Files

- Reimbursement files are submitted to the UST email address (UST.Reimbursement@tn.gov).

- Files are retrieved and saved on the H:drive in the current fiscal year reimbursement folder (2023 Reimbursement Files).

- Files are then imported into Gaslog and audited by Reimbursement Staff.

2009 08-14 UST Policy dvd 1988 - 2011
2010 REIMBURSEMENT FILES
2011 REIMBURSEMENT FILES
2012 REIMBURSEMENT FILES
2013 REIMBURSEMENT FILES
2014 REIMBURSEMENT FILES
2015 REIMBURSEMENT FILES
2016 REIMBURSEMENT FILES
2017 REIMBURSEMENT FILES
2018 REIMBURSEMENT FILES
2019 REIMBURSEMENT FILES
2020 REIMBURSEMENT FILES
2021 REIMBURSEMENT FILES
2022 REIMBURSEMENT FILES
2023 REIMBURSEMENT FILES

GASLOG-Reimbursement Steps

- There are four stages or phases the applications with move through.
  - Pre-Audit, Audit, Reviewed & Approved
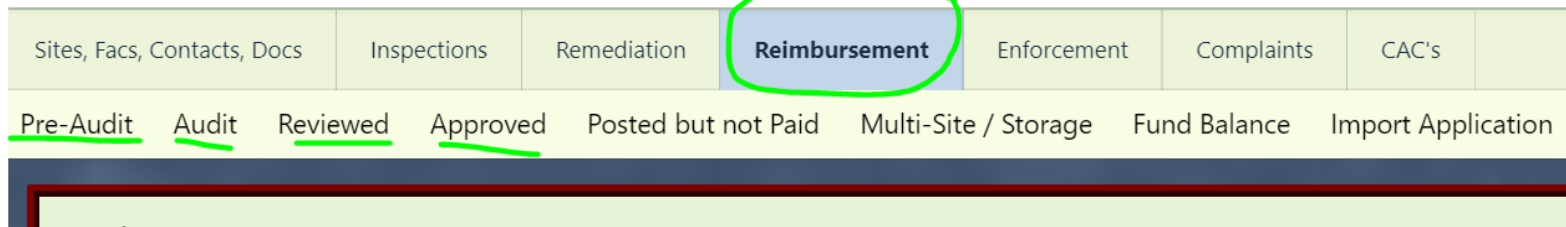
- Once the claim/application is imported into Gaslog, click on the **Reimbursement** Tab
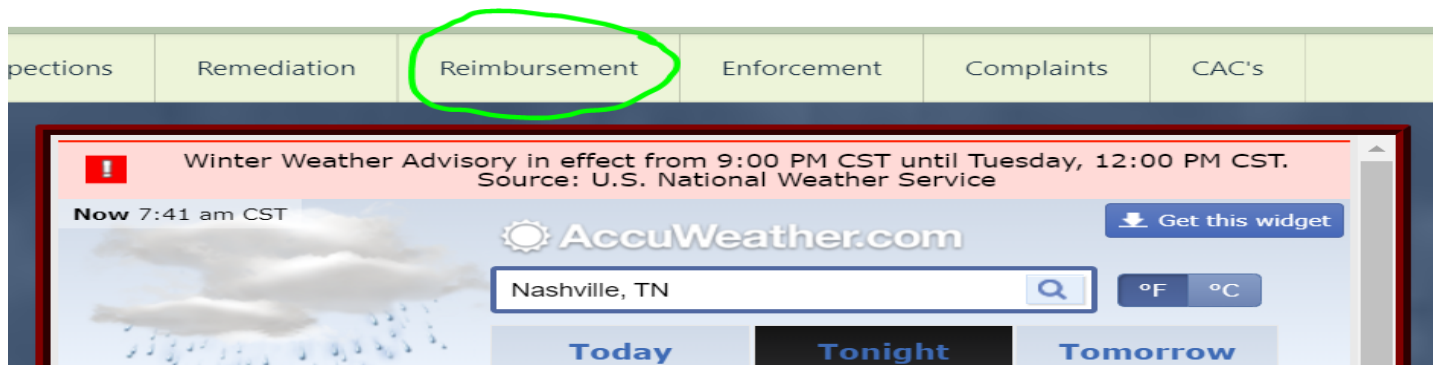
STAGE ONE: PRE-AUDIT

PRE-AUDIT

- Applications/claims and documents are reviewed by the Pre-Auditor to confirm all required documents have been submitted
  - Documents include
    - Certification Affidavits
    - Invoices
    - Summary
    - Contract (between RP & CAC)
    - W9's, etc.
- Applications move to the next phase or stage when the auditor completes the pre-audit review.

STAGE TWO: AUDIT

AUDIT

- Auditors are assigned regions in which they Audit the applications received for those regions (1-9)

- Applications are audited according to the date received, oldest one first.

AUDITING APPLICATIONS

- Choosing the Application to be Audited
  - Auditors click the Audit Tab

AUDITING APPLICATIONS

- Click on the specific application that will be audited.

  Example: 8-840071 22-033-02

- The Auditor will click on the Edit pencil on task 1 to begin auditing the application.

AUDITING APPLICATIONS

- The Auditor clicks on the Edit pencil on task 1 to see the details of cost claimed

AUDITING APPLICATIONS

- In this Case, the cost claimed is personnel.

- The auditor compares this cost against the RGD-002, invoice, and documents submitted.
  - By selecting the Remediation Tab in Gaslog, the Auditor also checks Remediation tracking throughout the auditing process to check the required work for this timeframe.

AUDITING APPLICATIONS

- RGD-002 rates are followed.
- Costs are approved and or denied or adjusted with a comment added explaining the modification.
- Apply Changes button is clicked to complete the review of the cost claimed.

AUDITING APPLICATIONS

- After *Apply Changes* button is selected the screen goes back to the previous screen to show the costs that were reviewed and approved.

Facility ID	**8840071**
Application No. 1	**22033**
Application No. 2	**02**
Appeal	**N**
Process No.	**1**
Task	**3.0 Release Investigation Process**
Event	**3.3 Drilling**
Sub Task	**3.3.a Cost for scheduling drilling event**
Sub Sub Task	**None**
Request	**$327.00**
Not Eligible	**$0.00**
Net Pay	**$327.00**

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AUDITING APPLICATIONS

- The Auditor will continue working through each Task.

- When this process is completed for the entire application, the auditor will then enter the *End date.*
- This is the date that the application review by the auditor is completed. (Start date is the date the auditor started the review).
- The application moves to the next phase which is *Reviewed* when the End date is entered

STAGE THREE: REVIEWED

REVIEWING APPLICATIONS

- Applications move to the Reviewed phase when the auditor finishes the audit of costs claimed.

REVIEWING APPLICATIONS

- In the *Review phase*, the supervisor reviews the application
- Items Not Reviewed, Denied costs, Modified Items (if any), are assessed.
- If there are any questions, the supervisor emails the auditor with the questions. The auditor will take another look and either correct an error or clarify the questioned issue.
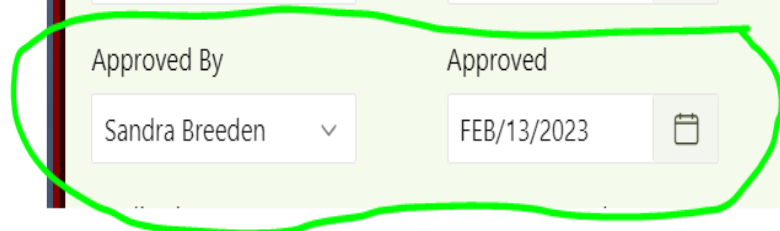
- The supervisor will Enter the *Approved By* name and the *Approved* date.

- The application will now move to the next phase, *Approved*.

- Applications will be in the Approved phase, waiting for the next phase of auditors preparing Division letters and documents.

STAGE FOUR: APPROVED

APPROVED

- Applications move to *Approved* phase or stage when the supervisor approves the allowed and or denied cost.

- Applications will be in the Approved phase, waiting for the next phase, Division letters and documents.

- With the audit completed, work starts on the Division's letters and documents (Frust documents) so that the application is processed and sent to fiscal for payment.

- All done electronically.

FRUST DOCUMENTS

- Auditor prepares Frust documents and saves in designated folder for the Program Administrator or designee to review for final approval and signature.

FRUST DOCUMENTS

- Program Administrator or designee emails Fiscal Division and cc: Reimbursement auditors the approved applications to process for payment.

- Auditors combine the Frust/Lust documents that are sent to Fiscal with the submitted Invoices and other supporting documents and save to the designated drive to be part of the RDA Imaging files.

  - **FRUST DOCUMENTS INCLUDE:**
    - FISCAL MEMO
    - FISCAL OFFICE REPORT (APPROVED INVOICE SUMMARY)
    - SHORT REPORT   (DETAILED DENIED TASK SUMMARY)
    - CERTIFICATION AFFIDAVITS
    - RESPONSIBLE PARTY LETTER

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LUST TRUST/LUST TRUST STATE LEAD

Lust Trust/Lust Trust State Lead applications follow the same Gaslog steps with two exception's:

- Lust Trust/Lust Trust State Lead applications do not go through the Pre-Audit review. The application will go into the Pre-Audit phase but will be moved to the Audit phase by the Lust Trust auditor or Reimbursement Supervisor.

- Lust Trust applications must have receipts and PO's created in order to be paid. The lead Lust Trust auditor handles this with the help of the Lust Trust auditor.

HOLDING PHASE

- When a debt is owed to the division, reimbursement applications are in a *holding phase* until the debt is paid.
  - There are alert/warning messages to aid the reimbursement auditor.
  - The information in the alert/warning lets the auditor know not to process the application for payment.
  - An Alert or Warning will appear when a debt is owed to the division. There are two date boxes: the first box: **Debt Owed box** with the date the debt is owed. The second box: **Resolved box,** which will be filled in with the date that the debt is paid to the division.

HOLDING PHASE

- When the Resolved date box is populated with a date, the message: "***Debt Paid!! Debt Owed Dec-21-2022 Resolved Feb-14-2023***" will appear.
- At this point, the auditor may continue the process of auditing the application and processing it for payment.

Questions?