



Department of
**Environment &
Conservation**

REIMBURSEMENT PROCEDURES

Overview of the reimbursement process

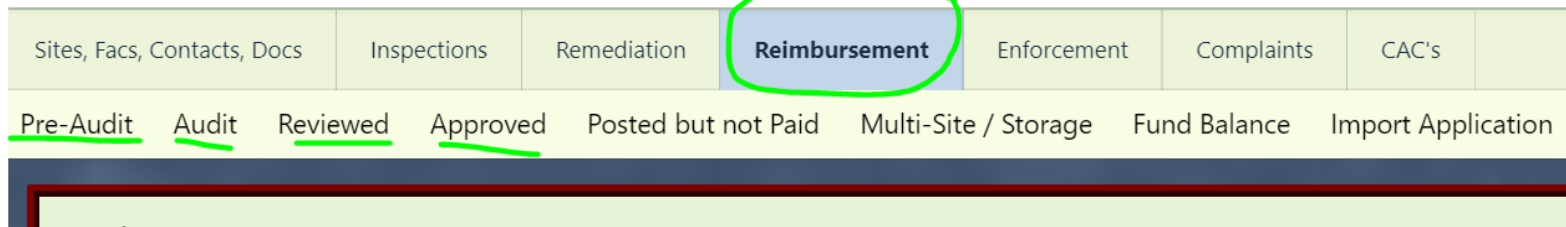
Process for submitting Reimbursement Files

- 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.

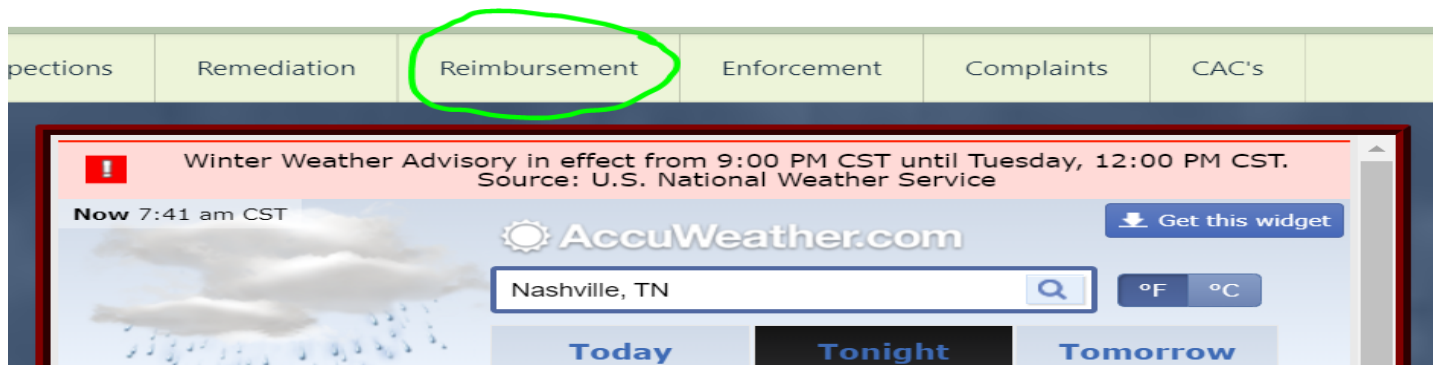
- 2009 08-14 UST Policy dvd 1988 - 2011
- 2010 REIMBURSEMENT FILES
- 2011 REIMBURSEMENT FILES
- 2012 REIMBURSEMENT FILES
- 2013 REIMBURSEMENT FILES
- 2014 REIMBURSEMENT FILES
- 2015 REIMBURSEMENT FILES
- 2016 REIMBURSEMENT FILES
- 2017 REIMBURSEMENT FILES
- 2018 REIMBURSEMENT FILES
- 2019 REIMBURSEMENT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

Sites, Facs, Contacts, Docs		Inspections		Remediation		Reimbursement		Enforcement		Complaints		CAC's			
Pre-Audit	Audit	Reviewed	Approved	Posted but not Paid	Multi-Site / Storage	Fund Balance	Import Application								
	1300269	19101	38	13831.13930	N	Capitol Gulf	Greene	MAY-25-2023	MAY-25-2023	Donna Keith	Wingfield Environmental, Inc	C0503	\$8,119.35	Audit	Approved
	2010076	18037	47	13830.13929	N	Lee's Food Mart no.125	Anderson	MAY-24-2023	MAY-24-2023	Donna Keith	Wingfield Environmental, Inc	C0503	\$2,126.50	Audit	Approved
	2320022	20017	23	13837.13931	N	Carroll's Grocery	Hamblen	MAY-25-2023	MAY-25-2023	Donna Keith	Wingfield Environmental, Inc	C0503	\$7,168.92	Audit	Approved

AUDITING APPLICATIONS

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

Sites, Facs, Contacts, Docs		Inspections		Remediation		Reimbursement		Enforcement		Complaints		CAC's			
Pre-Audit	Audit	Reviewed	Approved	Posted but not Paid	Multi-Site / Storage	Fund Balance	Import Application								
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AUDITING APPLICATIONS

- Click on the specific application that will be audited.

Example: 8-840071 22-033-02

Pre-Audit Audit Reviewed Approved Posted but not Paid Multi-Site / Storage Fund Balance Import Application

Back [Main Page](#) [Apply Changes](#) Search Pending Applications Items Not Reviewed Review Modified Items [Other Fund Source](#) [State UST Fund](#)

Edit Reimbursement Main at Chhem, Inc. 213 Highway 70 Mason

Facility ID 8840071	Application No 1 22033		
Claim ID 02	Application No 2 02	Appeal <input checked="" type="radio"/> N <input type="radio"/> A	
Status Audit			
Auditor Donna Keith	Start DEC/22/2022	End	
Approved By %	Approved		
Application Start	Application End		

[Short](#) [Long](#) [Fiscal Office](#) [Fiscal Memo No Dual Pay](#)
[LT Fiscal Memo](#)

Pre Audit

[Edit](#)

View Detail new

	5	7.0 Lodging/Per Diem	7
	6	3.0 Release Investigation Process	3
	7	3.0 Release Investigation Process	3

AUDITING APPLICATIONS

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

8840071 **22033**

Claim ID Application No 2 Appeal

02 **02** N A

Status

Audit

Auditor Start End

Donna Keith DEC/22/2022

Approved By Approved

%

Application Start Application End

JUN/01/2022 DEC/07/2022

Received Sent Paid Paid

DEC/08/2022

Pre Audit

View Detail new

row(s) 1 - 17 of 17

Task Number	Event
1	3.0 Release Investigation Process 3.3 Drilling
2	3.0 Release Investigation Process 3.3 Drilling

FN

AUDITING APPLICATIONS

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

Edit Reimbursement Detail

Back Return to Items not Reviewed Page Return to Review Modified Items Page Process Description

Row Id **511231**


Claimid **02**

Facility ID **8840071**

Application **22033**

Personnel

1 - 1 of 1

Edit	Employee name	Datework done	Travel To	Travel from	Onsite time	Office time	Modified	Reviewed	Job Title
	ALEX NAQVI	AUG-03-2022				Yes	No	Yes	Project Manager

AUDITING APPLICATIONS

- In this Case, the cost claimed is personnel.

The screenshot displays a web application interface for UST Production. The browser address bar shows the URL: `apex.tdec.tn.gov:7777/apex/f?p=2211:540:3030389980172:::540:P540_ROW_ID,P540_DETAIL_ROW,P540_MAIN_ROW:843199,511231,8...`. The application header includes the UST Production logo and a navigation menu with items like Home, RDA Zip, Docs(IR), Insp Details, Telemetry, Inquiries, Service Inventory, My Reports, UST Reports, Print, Change Password, Help, and Logout. Below the header is a navigation bar with tabs for Sites, Facs, Contacts, Docs, Inspections, Remediation, Reimbursement, Enforcement, Complaints, and CAC's. The main content area is divided into two panels: Personnel Detail and UST Audit.

Personnel Detail

Facilityid	Total Deductible		
8840071	10000		
Employee Name	Job Title	Professional License Number	
ALEX NAQVI	Project Manager	CHMM 18482	
Date Worked			
AUG-03-2022			
Hours Worked From	Hours Worked To		
08:00:00	11:00:00		
On Site Time	Travel Time To	Travel Time From	OfficeTime
			Yes
Requested Number of Hours	Requested Hourly Rate		
3	109		

UST Audit

Allowable Job Title: **Project Manager**

Allowable Number of Hours: **3**

Allowable Hourly Rate: **109.00**

State Comments: [Empty text area]

Modified:

Reviewed:

Buttons: **Cancel**, **Apply Changes**

AUDITING APPLICATIONS

- 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.

FacilityId 8840071	Total Deductible 10000	Allowable JOB Title Project manager
Employee Name ALEX NAQVI	Job Title Project Manager	Professional License Number CHMM 18482
Date Worked AUG-03-2022		Allowable Number of Hours 3
Hours Worked From 08:00:00	Hours Worked To 11:00:00	Allowable Hourly Rate 109.00
On Site Time	Travel Time To	State Comments
	Travel Time From	
	OfficeTime Yes	
Requested Number of Hours 3	Requested Hourly Rate 109	Modified <input type="checkbox"/>
		Reviewed <input checked="" type="checkbox"/>
Requested \$327.00	Not Eligible \$.00	Process Number 1
	Allowable \$327.00	Sub Task 3.3.a Cost for scheduling drilling event

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.

The screenshot shows a web-based form titled "UST Audit". At the top right, there are two buttons: "Cancel" and "Apply Changes". The "Apply Changes" button is highlighted with a green circle. Below the buttons, the form contains the following fields:

- Allowable Job Title:** A dropdown menu with "Project Manager" selected.
- Allowable Number of Hours:** A text input field containing the number "3".
- Allowable Hourly Rate:** A text input field containing "109.00".
- State Comments:** A large empty text area for providing additional information.

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** 

AUDITING APPLICATIONS

- The Auditor will continue working through each Task.

Page 525 Form on REIMBURSEMI x +

apex.tdec.tn.gov:7777/apex/f?p=2211:525:3030389980172:::525:P525_ROW_ID:511231

UST Production

bg41102 Home RDA Zip Docs(IR) Insp Details Telemetry Inquiries Service Inventory My Reports UST Reports Print Change Password Help Logout

Sites, Facs, Contacts, Docs Inspections Remediation Reimbursement Enforcement Complaints CAC's

8840071 22033 Chhem, Inc. 213 Highway 70 Mason

Edit Reimbursement Detail

Back Return to Items not Reviewed Page Return to Review Modified Items Page Process Description

Row Id **511231**

Claimid **02**

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**

Personnel

1 - 1 of 1

Edit	Employee name	Datework done	Travel To	Travel from	Onsite time	Office time	Modified	Reviewed	Job Title
	ALEX NAQVI	AUG-03-2022				Yes	No	Yes	Project Manager

08:45 1/30/2023

TN

AUDITING APPLICATIONS

- 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

Pre-Audit Audit Reviewed Approved Posted but not Paid Multi-Site / Storage Full

Back [Main Page](#) [Apply Changes](#) Search Pending Applications Items Not Reviewed Review Modified

Edit Reimbursement Main at Chhem, Inc. 213 Highway 70 Mason

Facility ID	Application No 1	
8840071	22033	
Claim ID	Application No 2	Appeal
02	02	<input checked="" type="radio"/> N <input type="radio"/> A
Status		
Audit		
Auditor	Start	End
Donna Keith	DEC/22/2022	
Approved By	Approved	
%		

The logo consists of a red square containing the letters 'TN' in white, serif font. Below the red square is a thin white horizontal line, and below that is a dark blue horizontal bar. A small 'TM' trademark symbol is located at the bottom right corner of the blue bar.

TN

**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.

Pre-Audit Audit Reviewed Approved Posted but not Paid Multi-Site / Storage Fund

Back [Main Page](#) [Apply Changes](#) Search Pending Applications [Items Not Reviewed](#) [Review Modified Item](#)

Edit Reimbursement Main at Chhem, Inc. 213 Highway 70 Mason

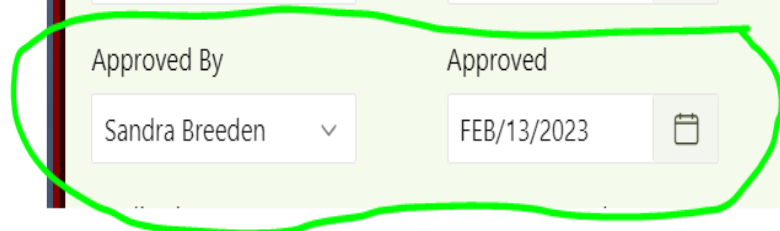
Facility ID	Application No 1	
8840071	22033	
Claim ID	Application No 2	Appeal
02	02	<input checked="" type="radio"/> N <input type="radio"/> A

REVIEWING APPLICATIONS

- 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.

Edit Reimbursement Main at Chhem, Inc. 213 Highway 70 Mason

Facility ID	Application No 1	
8840071	22033	
Claim ID	Application No 2	Appeal
02	02	<input checked="" type="radio"/> N <input type="radio"/> A
Status		
Approved <input style="font-size: small; vertical-align: middle;" type="button" value="?"/>		
Auditor	Start	End
Donna Keith <input style="font-size: small; vertical-align: middle;" type="button" value="v"/>	DEC/22/2022 <input style="font-size: small; vertical-align: middle;" type="button" value="📅"/>	FEB/10/2023 <input style="font-size: small; vertical-align: middle;" type="button" value="📅"/>
Approved By	Approved	
Sandra Breedon <input style="font-size: small; vertical-align: middle;" type="button" value="v"/>	FEB/13/2023 <input style="font-size: small; vertical-align: middle;" type="button" value="📅"/>	





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 (Frustr 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.

Edit Reimbursement Main at Chhem, Inc. 213 Highway 70 Mason

Facility ID: **8840071** Application No 1: **22033**

Claim ID: **01** Application No 2: **01** Appeal: N A

Status: Posted ?

Auditor: Donna Keith Start: DEC/19/2022 End: FEB/10/2023

Short Long Fiscal Office Fiscal Memo No Dual Pay Fiscal Memo With Dual Pay LT Fiscal Memo

Pre Audit

Edit

View Detail new ↗

row(s) 1 - 17 of 17

Task	Sub
------	-----

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

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.

Reimbursement

Debt Owed **Resolved**

DEC-21-2022 **FEB-14-2023**

Facility ID	Application #	Case Number
8840071	22033	3
GIA Customer ID	GIA Facility ID	Department Site ID
310473	316362	36669

Site Name:

Address 1:

Address 2:

City:

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.

Debt paid!! Debt Owed DEC-21-2022 Resolved FEB-14-2023

Edit Reimbursement Main at Chhem, Inc. 213 Highway 70 Mason

Facility ID	Application No 1	
8840071	22033	
Claim ID	Application No 2	Appeal
01appeal	01	<input type="radio"/> N <input checked="" type="radio"/> A
Status	Audit <input type="text"/> <input style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;" type="button" value="?"/>	
Auditor	Start	End
<input type="text" value="Donna Keith"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>
Approved By	Approved	
<input type="text" value="%"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="calendar"/>	

Questions?

