



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURE**

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| Policy/Procedure Title: | GM1.7 – Processing Per Diem Reimbursements   |
| Purpose:                | This procedure establishes guidelines for the bi-weekly Per Diem reimbursement process   |
| Definitions:            | GVI - Government of the Virgin Islands<br>VIDE – Virgin Islands Department of Education<br>VIDOF - VI Department of Finance  |
| Legislation:            | Not Applicable   |
| Policy:                 | 1. Programs that require labor outside of an existing service contract scope are eligible for reimbursement so long as the activity is permissible under the terms of the grant award. The GVI will pay the employee for the labor hours pertaining to the approved activity and the USDOE will, subsequently, reimburse the GVI for the allowable cost. |

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| Procedure:   |
| <ol style="list-style-type: none"> <li>1. Per Diem reimbursements are processed concurrently with each pay cycle on a bi-weekly basis.</li> <li>2. The Staff Accountant compiles Per Diem supporting documentation from the program manager to ensure: <ul style="list-style-type: none"> <li>• Personnel Activity was performed during the active period of the grant.</li> <li>• Personal Activity was performed for time worked that is consistent with the dates associated with each pay cycle.</li> <li>• Time Sheets are signed by employee and supervisor</li> <li>• Proof that employee received payment processed by Department of Finance,</li> <li>• That the employee is authorized to charge time and effort to the federal grant.</li> </ul> </li> <li>3. The Payroll Director Reviews the completed Per Diem Reimbursement request forms. (<a href="#">SEE EXAMPLE</a>)</li> <li>4. The Payroll Director submits the Per Diem Reimbursement Request Form to the VIDE Assistant Commissioner of Operations for approval signature.</li> <li>5. Once approved the forms are returned to The Payroll Director who instructs the Staff Accountant to data enter the information from the Per Diem Reimbursement Request Form into the Excel Per Diem model</li> <li>6. The Staff Accountant enters reimbursement transaction into MUNIS accounts payable module from the Excel Perdiem model.</li> </ol> |



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7. Once these transactions are released, they are routed to The Director of the Business Office for review and approval.
8. The Controller will review and approve the request for Per Diem reimbursement. Once the approval is granted, the Per Diem reimbursement is released for processing in the (weekly check run process).
9. Following the printing of the Per Diem reimbursement checks, the related funds are drawdown from the United States Department of Education G5 system.
10. On a weekly basis checks are produced and delivered, with adequate supporting documentation, for submission to the VIDOF.

(Note: All drawdown documents must be supported by adequate documentation: total per diem related expenditures at the organization and project levels.