

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
PETROLEUM STORAGE TANK RELEASE TRUST FUND

REIMBURSEMENT GUIDELINES

TO AVOID PAYMENT DELAYS AND UNNECESSARY
DENIALS FOLLOW THE GUIDELINES LISTED BELOW

- 1) Complete a *Request for Reimbursement Form* for all reimbursement requests, submit one copy of the form and one copy of all supporting documentation. The form must be complete or it will be returned.
- 2) Upon completion of stages identified in the respective Request for Proposal, KDHE will authorize reimbursement of 80 - 90% of the approved costs as outlined on the consultant's bid sheet. The remaining will be reimbursed when the scope of work has been successfully completed. Remember, all reimbursement requests must be submitted on a *Request for Reimbursement Form*.
- 3) Prior to authorizing reimbursement for monitoring and/or OM&M events, the event report must be submitted to KDHE and approved. Invoices for these costs must be submitted with your *Request for Reimbursement Form*.
- 4) **All invoices must be itemized in the same format as the bid. Invoices not completed in this format will be returned.**
- 5) KDHE will allow reimbursements to be paid jointly to the owner/operator and consultant. To do this, a co-payee must be designated in Section 1, E of the *Request for Reimbursement Form*. If a co-payee is not designated, the owner must submit a copy of the front and back of the canceled check with the *Request for Reimbursement Form*. Reimbursement requests not submitted with the appropriate documentation will be returned.