Iowa New Jobs Training Program (260E)

Classroom Training Reimbursement Steps within the DMACC Training Management System

Step 1. **Update Employee List & Collect Data:**

- Detailed invoice – DBR needs to see all expenses being reimbursed with State Tax dollars. Failure to provide a detailed invoice will result in your reimbursement being sent back to you to provide further information. To save time, make sure you have proper documentation.
- Proof of Payment –DBR needs proof of payment for everything you submit. This could be a copy of a check, last 4 digits of a credit card number plus the expiration date and/or a copy of the Credit card statement or even an expense report. We also accept proof of ACH payments. Before you submit anything for reimbursement, make sure you have both the detailed invoice and proof of payment. Failure to do so will result in a delay in the company receiving their funds.

Step 2. **Start Session:**

- Regarding the "Training Provided" section- Answer the question, "What was the training topic?"
    - DO NOT go into detail about who attended or how the training was delivered (i.e., workshop, name of the conference, or webinar etc.) There is a place in the next section for that data.
    - You have only 25-30 characters to use in the area NO MORE.
    - DO NOT use any special Characters (&*@$)
- Keep any necessary detail in the uploaded documentation or in the expense description.
- Please include the actual dates of the training session– Not the date of the invoice.

Step 3. **Itemized Cost:**

- For every invoice, there should be an itemized line item in the system. In other words, one entry, per invoice.
- Make sure you are choosing the correct category: Jobs Skills, or Training Materials
- Vendor: If there was a vendor list the name. If it was internal put your company name or internal trainer
- Under expense description is where you can place information about the details of the training.

Step 4. **Add Employees:**

- If you follow Step 1 and have the employee list updated this should be a quick step

Step 5: **Upload Documentation and Submit to DBR**

- Please double check to make sure you have uploaded the proper documentation and that the amount on your invoice matches the amount in the TMS. If there is a difference between the invoice amount and the amount in the system, please provide an explanation. If there are non-eligible expenses on an invoice with eligible expenses, make sure you have removed the non-eligible items and subtracted those items from the total. It's a good rule of thumb to show your math.
- We also suggest submitting reimbursements in small batches monthly. The faster we can get through your reimbursement, the sooner you get your money. Extremely large reimbursements that are riddled with errors will be sent back.
- DBR reviews in detail EVERY reimbursement.

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