

## CITY / TOWNSHIP Worksheet for Tracking Expenses for the 2016 Presidential Primary

Cities and Townships must **submit their reimbursement request electronically through the Elections eLearning Center by June 6, 2016**. Use this worksheet as a tool to help gather and track your expenses before typing into the online form. Mailed or faxed versions of this form will **NOT** be accepted.

All claimed expenses must be attributable to the March 8, 2016 Presidential Primary. Direct additional costs attributable to any local elections **cannot** be claimed, eg third ballot with local proposals only with no presidential primary race.

Use the form below to detail all of your expenses and calculate your totals before completing the online form. See the **Reimbursement Guidelines** for additional information.

**SECTION I. ELECTION DAY PRECINCT WORKER COMPENSATION (INSPECTORS, CHAIRS, AV COUNTING BOARD, and RECEIVING BOARD):** Include wages for Election Day and paid required training hours. Pre/Post election expenses are itemized in Section II. Itemize as listed below. Enter subtotal for each expense and section total.

	Quantities and Expenses
Number of precincts #	
Number of AV counting boards #	
Number of precinct inspectors #	
Pay rate of precinct inspectors \$.\$\$	
A. Subtotal: Precinct/AV inspectors pay (# of inspectors X rate \$\$)	
Number of chairpersons #	
Pay rate for chairpersons \$.\$\$	
B. Subtotal: Chairpersons pay subtotaed (# of chairpersons X rate \$\$)	
C. Other Expenses: please list eg, training hours, receiving boards	
<b>Precinct Compensation Total \$ (A + B + C)</b>	

**SECTION II. TEMPORARY EMPLOYEES (PRE/POST ELECTION):** Itemize position/function, hours worked, rate, length of employment etc. including pre-election setup and post- election dissembly. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Temporary Employees Total \$</b>	

**SECTION III. REGULAR EMPLOYEES/ OFFICIALS ELECTION OVERTIME OR EXTRA COMPENSATION:**

Itemize position/function, hours worked, rate etc. Clerks regular hours worked on Election Day and the Saturday before are NOT reimbursable. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Extra Compensation for Regular Employees Total \$</b>	

**SECTION IV. POSTAGE:** Itemize as shown below. The cost of postage used to mail voter identification cards and voter registration notices is **NOT** reimbursable. Enter subtotal for each expense and section total.

	Quantity	Expense Subtotals \$
Absent voter ballot applications		
Absent voter ballots		
Inspector correspondence		
Other: (list)		
	<b>Postage Total \$</b>	

**SECTION V. VOTING EQUIPMENT (OPTICAL SCANS, AUTOMARK, TESTING/DECK PROGRAMMING):**

Itemize costs paid by city or township and type of equipment. Pre-election setup and post-election disassembly costs are reimbursable. Annual maintenance and repair expenses of voting equipment will **NOT** be accepted. Expenses for transportation of equipment are allowed: If vehicles are owned by the jurisdiction, gasoline or mileage can be claimed. If vehicles are **NOT** owned by jurisdiction, rental charges may be claimed. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Voting Equipment Total \$</b>	



**SECTION VIII. SUPPLIES:** Itemize name, quantity and price for all supplies used in conducting election and paid for by the city or township. Supplies received from the County and State are **NOT** reimbursable. The cost of reusable supplies is **NOT** reimbursable (examples: ballot containers, ballot bags, etc.). Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Supplies Total \$</b>	

**SECTION IX. MISCELLANEOUS:** Itemize any other expenses associated with conducting the election. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Miscellaneous Total \$</b>	

<b>TOTAL REIMBURSABLE COSTS CLAIMED: GRAND TOTAL \$</b>	
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Reimbursement requests will be submitted electronically through the Elections eLearning Center. Use this worksheet as a tool to help gather and track your expenses before typing into the online form (available after the March 8<sup>th</sup> primaries.) Mailed or faxed versions of this form will **NOT** be accepted.

You are not required to send receipts with your claim. You are required to retain the receipts for a six year period after the election (March 8, 2022). The State retains the right to inspect all receipts in support of your claim at any time during the six year period.