

Reimbursement Guidelines for the 2020 Presidential Primary

All claimed expenses must be attributable to the March 10, 2020 Presidential Primary. See the Reimbursement Worksheet when it is made available for additional information. Direct additional costs attributable to any local elections **cannot** be claimed, (e.g. third ballot with local proposals only with **no** presidential primary race).

Online submission of reimbursement claim must be received **by June 8, 2020**. The online claim form will be available in the Elections eLearning Center.

Allowed / Reimbursable Costs - Cities/Townships

- Rental charges for buildings used to establish polling places. (Rental expenses for use of a public building on election day (e.g. township hall) is not allowed)
- Supplies and postage.
- Fees for janitorial services.
- The cost of publishing notices of registration, election notices and public accuracy test notices paid by the city or township.
- Travel and transportation expenses associated with the election (no rental if vehicle is owned by the jurisdiction).
- Fees for equipment rentals.
- Testing for voting system equipment.
- Wages or per diem payments made to precinct inspectors and temporary employees for election day, election preparation and training.
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the city or township's standard practice to pay extra for these hours).
- Any other miscellaneous expenses directly associated with the election.

Allowed / Reimbursable Costs - Counties

- Ballot production.
- Supplies, shipping and postage.
- The cost of publishing notices of registration, election notices and public accuracy test notices paid by the county.
- Travel and transportation expenses associated with the election (no mileage if using county-owned vehicles).
- Fees for equipment rentals.
- Testing for voting system equipment.
- Wages or per diem payments made to canvassers and temporary employees for election day, election preparation and training.
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the county's standard practice to pay extra for these hours).
- Any other miscellaneous expenses associated with the election.

Non-Reimbursable Costs

- Direct additional costs attributable to any local elections **cannot** be claimed (e.g. third ballot with local proposals only with no presidential primary race).
- Regular salaries and standard compensation paid to regular employees or election officials (except as noted above with respect to the ongoing practice of paying overtime or additional compensation).
- The cost of new equipment (capital outlay).
- Maintenance expenses on voting system equipment.
- The cost of reusable supplies or equipment.
- Any costs associated with the registration of voters.
- Any costs associated with the establishment of a permanent absentee voter mail list for the distribution of absent voter ballot application forms (this includes the cost of any mailing sent to voters to instruct them on the procedure for adding their names to the permanent absentee voter mail list).

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 10, 2026). The State retains the right to inspect all receipts in support of your claim at any time during the six-year period.

CITY / TOWNSHIP Worksheet for Tracking Expenses for the 2020 Presidential Primary

Cities and Townships must **submit their reimbursement request electronically through the Elections eLearning Center by June 8, 2020**. 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 10, 2020 Presidential Primary. Direct additional costs attributable to any local elections **cannot** be claimed, e.g. 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 subtotaled (# of chairpersons X rate \$\$)	
C. Other Expenses: please list e.g., training hours, receiving boards	
Precinct Compensation Total \$ (A + B + C)	

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

List expenses	Expense Subtotals \$
Temporary Employees Total \$	

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 weekend before are NOT reimbursable. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
Extra Compensation for Regular Employees Total \$	

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)		
	Postage Total \$	

SECTION V. VOTING EQUIPMENT (OPTICAL SCANS, VOTER ASSIST TERMINALS, 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 \$
Voting Equipment Total \$	

SECTION VI. POLLING PLACE EXPENSES: Itemize location, number of precincts contained in each polling place, costs, janitorial expenses. Rental expenses for use of a public building on Election Day (e.g. township hall) are **NOT** allowed. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
Polling Place Total \$	

SECTION VII. PUBLICATIONS: Itemize (examples: registration notice, election notice, notice of public accuracy test). Costs paid by county are **NOT** reimbursable. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
Publications Total \$	

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 \$
Supplies Total \$	

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

List expenses	Expense Subtotals \$
Miscellaneous Total \$	

TOTAL REIMBURSABLE COSTS CLAIMED: GRAND TOTAL \$	
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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 10th primary.) 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 10, 2026). The State retains the right to inspect all receipts in support of your claim at any time during the six year period.

COUNTY Worksheet for Tracking Expenses for the 2020 Presidential Primary

Counties must **submit their reimbursement request electronically through the Elections eLearning Center by June 8, 2020**. 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 10, 2020 Presidential Primary. Direct additional costs attributable to any local elections can **not** be claimed, e.g. 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.

BALLOTS: Itemize below including number of ballots and related expenses like folding. Enter subtotal for each expense and section total.

List expenses	Quantities	Expenses
Ballot Total \$		

SECTION II.

SUPPLIES: Itemize name, quantity and price for all supplies used in conducting election and paid for by the county. 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 \$
Supplies Total \$	

SECTION III.

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

List expenses	Expense Subtotals \$
Temporary Employees Total \$	

SECTION IV.

REGULAR EMPLOYEES/ OFFICIALS ELECTION OVERTIME OR EXTRA COMPENSATION: Itemize position/function, hours worked, rate etc. Clerks regular hours worked on Election Day and the weekend before are NOT reimbursable. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
Overtime for Regular Employees Total \$	

SECTION V.

BOARD OF COUNTY CANVASSERS: Itemize number of meetings, costs, etc. Enter subtotal for each expense and section total.

	Quantity	Expense Subtotals \$
	Total \$	

