

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 12.03.020	PAGE 1 of 2
	EFFECTIVE DATE <p style="text-align: center;">June 29, 2007</p>	
SUBJECT Third Party Billing Procedure		SUPERSEDES <p style="text-align: center;">New</p>
CHAPTER Alaska Highway Safety Office	SECTION Federal Grant Fiscal Requirements	APPROVED BY <p style="text-align: center;">Signature on File</p>

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the responsibilities of the Alaska Highway Safety Office (AHSO) and the Department of Transportation and Public Facilities (DOT&PF) Administrative Services Division (ASD), Third Party Billing section to assure the accurate and timely submission of all Federal traffic safety grant expenditures for reimbursement to the U.S. Department of Transportation (U.S. DOT), National Highway Traffic Safety Administration (NHTSA).

POLICY

The AHSO shall implement a documented standardized process for the timely and accurate payment of all Federal sub grantee invoices and the submission of the AHSO Federal reimbursement voucher to the U.S. DOT.

PROCEDURE

The AHSO Project Assistant or Accounting Technician will process the payment of Federal sub grantee invoices submitted for reimbursement of traffic safety grant costs. The AHSO in conjunction with ASD shall document in writing the process for completing the submission of monthly Federal reimbursement vouchers.

The AHSO shall establish a process with the Third Party Billing section which ensures that required Federal program match information entered into Federal Grant Tracking System (GTS) for all traffic safety grants is based on the actual program match amounts reflected on sub grantee vouchers submitted to the AHSO for reimbursement. The Third Party Billing section staff shall be periodically trained and updated on all aspects of the GTS program.

The AHSO staff shall be periodically trained on all aspects of the Third Party Billing process to assure a thorough understanding of the actions which are required to be completed. The AHSO shall coordinate all financial transactions related to the payment

of Federal traffic safety grant invoices and vouchers through the Alaska Statewide Accounting System (AKSAS) with the appropriate sections of DOT&PF.

A copy of the most current AHSO Desk Manual and procedure for the AHSO to work with the Third Party Billing process may be found at.

<http://www.dot.state.ak.us/stwdplng/hwysafety/ems.shtml>

AUTHORITY

23 U.S.C. 402
23 CFR 1200

IMPLEMENTATION RESPONSIBILITY

Highway Safety Office Administrator

DISTRIBUTION

All department employees via the DOT&PF website