



NEBRASKA

## Buckle Up, Every Trip, Every Time:

November 22 – 26, 2023

### High-visibility Enforcement Claim Tool Kit

Dear Award Recipient,

Thank you for your participation in the High Visibility Enforcement Mobilization taking place across Nebraska and the Nation. Upon successful completion of the grant/award, from NDOT Highway Safety Office, the list below outlines items to submit with your claim reimbursement request.

**\*\* NOTICE:** Please send **ALL Claims for Reimbursement Requests** to our general email processing system: [ndot.hso@nebraska.gov](mailto:ndot.hso@nebraska.gov).

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- 📎 Completed Mini-Grant Contract Claim form.
    - Due 30 days after completion: [https://dot.nebraska.gov/media/6204/cr\\_minigrant.pdf](https://dot.nebraska.gov/media/6204/cr_minigrant.pdf)
  - 📎 Grant Funded Activity Summary sheet
  - 📎 Press Releases published:
    - **Pre** - Before enforcement activity, may use Social Media Posts.
    - **Post** - After enforcement activity, may use Social Media Posts.
  - 📎 Payroll Records (check stubs) showing:
    - **Current** pay rate
    - **Overtime** pay rate
    - **Hours and overtime wages paid** to officers participating in HVE
      - *\*See Reportable Overtime Hours*
  - 📎 Time sheets/records showing:
    - Time stamps that each officer worked **to and from**

**Please note:** Reimbursable overtime expenses do not cover non-law enforcement personnel such as dispatch staff and office administration who are not certified law enforcement officers.

Do not forget to include your many community partners during this activity period (i.e., Safe Communities team, physicians, EMS, local health departments, MADD, Safe Kids, and your CPS Technicians).

Thank you for your participation, as we all strive to increase seat belt usage in Nebraska. Please contact Dustin Stewart with NDOT-HSO at [dustin.stewart@nebraska.gov](mailto:dustin.stewart@nebraska.gov) or 402-471-3880 with any questions or concerns.