**Section 455.80 Reimbursement Process**

a) The Department shall reimburse the Regional Center for actual costs incurred that are necessary to administer the Program as specified in the Program contract. All actual costs must be considered eligible expenses as predetermined by the contract.

b) Actual costs to be claimed shall be documented on the Regional Center's Claim Form for Reimbursable Costs. The Claim Form must identify the:

1) Vendor;

2) Amount Paid;

3) Transaction Date; and

4) Budget Line Item for Each Cost.

c) Copies of receipts that document Program costs listed in subsection (b) shall be attached to the Claim Form and submitted to the Department at the address provided in Section 455.50(b)(1)(A)(i). Original receipts maintained at the Regional Center must be available for inspection by the Department during normal business hours.

d) If a Regional Center has not complied with all provisions of this Section, the Department may require a Regional Center to submit all future receipts with its Claim Form.

e) Actual costs for monthly expenditures shall be claimed within 60 calendar days after the month the course was completed. A final claim that documents any costs that were unresolved or pending in the calendar year the course was completed must be submitted to the Department within 90 days after the expiration of the annual contract.

(Source: Amended at 41 Ill. Reg. 15326, effective December 5, 2017)