

## Local Border Security Program (LBSP) Form Overview

Locate your R-1, 'Local Border Security Program FY 2013 (LBSP-13) Invoice' form and enter your total payroll expenses for officer's eligible overtime (from Form R-3). Note that the 'Dates of Reimbursable Expenses' are the dates of the invoice period.

You typically will have no 'Travel Expenses' to show on the R-1 (from Form R-4).

Now move to 'Operating' expenses. These are your mileage expenses. For each R-2 package you have just completed there should be at least one Officer Daily Activity Log (except for admin duties) for each days hours claimed. If mileage is going to be claimed, all the blanks need to be filled out. As a minimum, we must have the driver & passenger, the date, the vehicle number and start and stop mileage.

Fill out your R-5, 'Local Border Security Program FY 13 (LBSP-13) Operational Mileage Expenses' form. Again, the dates are the inclusive dates of the invoice.

1. List each of the 'Officer Daily Activity Logs' information on this R-5. Use more than one R-5 if necessary.

Fill out your R-6, 'Local Border Security Program FY 13 (LBSP-13) Reimbursement Operating Expenses' form. The from and to dates are the inclusive dates of the invoice.

1. The 'Date(s) of Expense' is the last day of the invoice period
2. Show the total of each R-5 on the R-6 and total them up.
3. Move this total to the R-1 in the block 'Operating from Form R-6'.

On the R-1, total up "Personnel", "Travel" and "Operating". This is your total claim amount for this invoice. Have the Grant Financial Officer sign it.

Put the package together. R-1 followed by R-3(s) followed by R-5(s) followed by R-6. The R-6 is followed by each of the R-2 packages.

Next, you want to put your invoice together. All invoices can cover either a two or four week period (based on your pay periods). Each R-2 should be supported with:

- a. A 'Record of Hours Worked' forms – This should show the regular hours worked and the overtime hours worked. Call it your time card maybe. It should be signed by the officer and supervisor.
- b. An overtime report. Many jurisdictions have a form the officer fills out requesting permission to work Border Star hours. It is signed by the officer and supervisor.
- c. An 'Officer Daily Activity Log' for virtually all time periods an officer is claiming Border Star hours (admin duties excepted). Usually, this document also shows the mileage the officer is claiming. It is a shift report of sorts.
- d. A 'Payroll History Report' showing each pay period.
- e. The rest of the R-x forms.

And then continue with your next invoices in either two week or four week formats but always based on payroll period(s) ... If you have any questions at all, please don't hesitate to call because I'll be more than glad to help.