

# STEPS ALASKA



## KEY UPCOMING REPORTING DATES

**OCTOBER 2021**

10/20/21

**3RD QUARTER REPORTING**

**NOVEMBER 2021**

11/15/21

**2022 WORKPLAN CREATION**

**DECEMBER 2021**

12/15/21

**2022 WORKPLAN DUE DATE**

**JANUARY 2022**

01/20/22

**4TH QUARTER REPORTING**

**FEBRUARY 2022**

**MARCH 2022**

**STEPS USDOE REPORT**

**APRIL 2022**

04/20/22

**1ST QUARTER REPORTING**

**MAY 2022**

**JUNE 2022**

**JULY 2022**

07/20/22

**2ND QUARTER REPORTING**

**AUGUST 2022**

**SEPTEMBER 2022**

**STEPS USDOE REPORT**



SUPPORTING TRANSITIONS  
& EDUCATIONAL PROMISE  
SOUTHEAST ALASKA

# QUICK REFERENCE

- Quarterly Reports are due the 20th day after quarter ends:  
**April 20th, July 20th, Oct. 20th, Jan. 20th**
- AASB will provide reimbursement for allowable costs permitted under each contractors Memorandum of Agreement and consistent with their approved budget and work plan. Reimbursement will be made for eligible expenses actually incurred and paid by the contractor.
- **A reimbursement request (*fiscal report*) (*program report*) and match verification template provided by AASB, must be submitted to AASB before the payment can be processed, along with back-up to justify the payment. An accounting report which provides enough detail to determine what the expenses are is usually sufficient, however invoices, receipts, and other documents may be requested.**
- Allowable expenses: All expenses should comply with federal OMB guidelines and should be included in an AASB approved work plan and budget. Occasionally there are unplanned expenses, in these cases, contractors can seek approval on a case-by-case basis.
- Gift cards from stores that sell entertainment, alcohol, tobacco, drugs, or firearms are not allowed.
- All gift cards reimbursement request must be accompanied by a completed recipient sign-in sheet. Gift cards are only allowable from businesses that sell solely allowable expenses
- Submit quarterly reports and match verification through the [AASB Contractor Submission Form](#).
- Reimbursement checks will be disbursed on the 10th or 25th of each month (AASB's payables schedule), after the reimbursement request and reports have been approved.

## STEPS TEAM CONTACTS

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