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State Water Resources Control Board

## UST CLEANUP FUND PROGRAM UPDATE (January 31, 2013)

### REMINDER

#### Returning of Reimbursement Request Packages Lacking Required Invoice Information

Existing law requires various information be included on invoices submitted to the Fund for reimbursement. The [October 16, 2012, UST Cleanup Fund Program Update](#) outlined certain Fund process improvements, and contained an expanded discussion of these requirements. One of these improvements is the return of Reimbursement Request (RR) packages containing invoices that do not meet the requirements found in Fund Regulations section 2812(d).

Upon receipt, the Fund evaluates RR packages for completeness and, if necessary, returns them within one week so that deficiencies can be corrected. Returned RR packages can be re-submitted with the required information for Fund review. Consistent with the procedures developed in conjunction with the UST Cleanup Fund Task Force, these returned RR packages receive a new date, so timely resubmittal improves the payment processing time.

On a case-by-case determination, some RR packages may not be returned due to certain insufficient information, such as newly activated claims that have incurred costs. For further information about other issues affecting the return of RR packages, see the document titled, "Reasons an RR package will be returned" at: [http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/docs/return\\_packages%20.pdf](http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/return_packages%20.pdf).