

**GOVERNOR'S TRAFFIC SAFETY BUREAU**  
**HIGHWAY SAFETY CONTRACT**  
**CLAIM FOR REIMBURSEMENT (HSP-2)**  
**CHECKLIST**

This checklist is provided to assist you when preparing to submit claims for reimbursement (HSP-2) to the Governor's Traffic Safety Bureau. Check each item being submitted and make sure to include the proper number of copies.

\_\_\_\_\_ **HSP-2**

1 signed original

3 copies

\_\_\_\_\_ **SUPPORTIVE DOCUMENTATION OF EXPENSES** (one copy only)

Evidence that a demand for goods/services has been received/performed and paid for. For example:

- Personal services require documentation to verify the date and hours worked (overtime reporting form, time sheet or time card) and proof of payment (check stub, payroll or check register)
- Copies of checks or check register and invoices for equipment or supplies purchased

\_\_\_\_\_ **HSP-3** (one copy only)

Required for equipment purchases and must be submitted with HSP-2 form.

**For assistance, call Financial Manager Shelley DeForest at 515-281-3730**