

***Reminder Regarding Documentation Requirements for Claimant Accounting Support (“CAS”) Reimbursement***

**I. INTRODUCTION.**

To request Claimant Accounting Support (“CAS”) reimbursement, Section 4.4.13.9 of the Settlement Agreement specifies that “[r]eimbursement requests must be itemized by date and person, and will specify the work being performed on behalf of Claimant.” The Claims Administrator has prepared this Alert as a reminder to assist claimants in understanding how the DWH Program enforces this provision and to explain the necessary detail and documentation required for CAS reimbursement according to the Settlement Agreement as interpreted by the Claims Administrator.

**II. HOW TO SATISFY THE REQUIREMENT FOR ITEMIZED REQUESTS.**

- A.** A claimant requesting CAS reimbursement must submit itemized invoices, hourly logs, or billing sheets from the claimant’s accountant or claims preparer for each claim for which the claimant seeks CAS reimbursement. If the claimant has submitted multiple economic loss claims (IEL, BEL or Seafood), then the supporting CAS documentation must indicate which claim the accountant or claims preparer spent time preparing.
- B.** Every line item must be itemized by an individual date. The DWH Program will not use invoices, hourly logs, or billing sheets with line items that include date ranges in its calculation of CAS reimbursement.
- C.** Every line item must be itemized by person. This can be a full name of the person who worked on the claim, their initials, or their individualized billing code.
- D.** Each line item must include a description of the work performed on behalf of the claimant. The description should briefly discuss the type of services or activities provided on that particular date.

**III. HOW TO CURE INCOMPLETE REQUESTS FOR CAS REIMBURSEMENT.**

Claims that do not provide sufficient documentation to support the CAS reimbursement request or that do not provide the specific information explained above will not receive any CAS reimbursement. Claimants will then be required to seek Re-Review or Reconsideration and submit the additional documentation or information required in order to receive CAS reimbursement.

**IV. SUGGESTED COLUMN HEADERS TO PROPERLY ITEMIZE CAS REQUESTS.**

Below is a suggested invoice template that will properly itemize requests for CAS reimbursement. Other formats may be sufficient so long as the documentation includes the information above; however, CAS reimbursement requests submitted that do not include these columns may be incomplete for failure to provide sufficient itemization detail.

<b>A. CLAIMANT INFORMATION</b>					
<b>Name:</b>	Last Name or Full Name of Business ABC Corporation	First	Middle Initial		
<b>Deepwater Horizon Settlement Program Claimant Number:</b>		1   2   3   4   5   6   7   8   9			
<b>Deepwater Horizon Settlement Program Claim(s) Supported:</b>		54321 – Boat Captain Claim for “SS Jeanie”			
<b>B. ITEMIZED REQUEST INFORMATION</b>					
Date	Name	Hourly Rate	Amount of Hours	Preparation or Supervision	Description of Work
6/3/14	J. Jones	\$85	2.5	Preparation	Prepared Profit and Loss Statements
6/3/14	B. Pollard	\$130	.25	Supervision	Reviewed Calculations
6/3/14	J. Jones	\$85	1.25	Preparation	Prepared Profit and Loss Statements
6/3/14	B. Pollard	\$130	1	Supervision	Finalized claim file
<b>Total Preparation Hours:</b>	3.75				
<b>Total Supervision Hours:</b>	1.25				
<b>Total Amount of Charges:</b>	\$481.25				