

Missouri Higher Education Initiatives

FY 2025

Capital Improvement (HB 17 & HB 19)

Funded by:



In partnership with:

Office of the Governor

Office of Administration

July 2025



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Capital Improvement Application Submissions Process

Guidelines for Capital Reimbursements can be found on page 3 of this document. Additional guidance on allowable expenses and matching fund requirements can be found on the DHEWD Reimbursements Website: <https://dhewd.mo.gov/reimbursements.php>

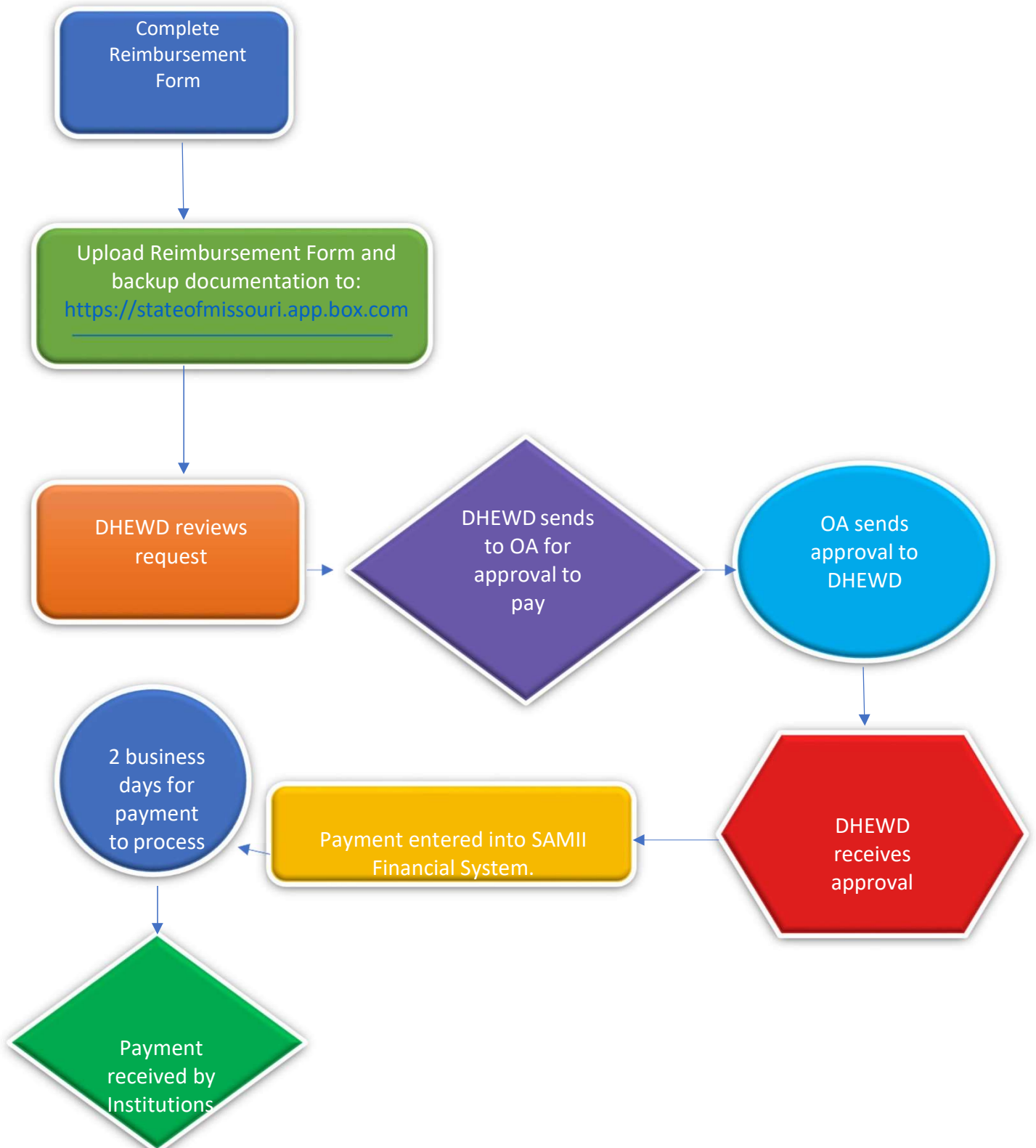
For additional questions, email us at reimbursements@dhewd.mo.gov

When submitting a Capital Improvement reimbursement request, a reimbursement form must be completed. Listed below are the steps to submit your reimbursement request:

- Complete reimbursement form.
- Compile backup documentation to support the reimbursement request. All backup documentation must include proof of payment. Purchase orders or packing slips will not be accepted in lieu of invoices. Expenses must meet the guidelines for Capital Improvements approved in the associated House Bill.
- Name the files, and/or folders, according to the following format:
FY25_InstitutionName_17.XXX(or 19.XXX)_Req#X_DateUploaded (2024XXxx)
- Upload the completed request form and backup documentation, including proof of payment, to the DHEWD Box account: <https://stateofmissouri.app.box.com> and email a notification of upload to: reimbursements@dhewd.mo.gov.
- The form and documentation will be reviewed in the order received. If the documentation is sufficient, the reimbursement request will be sent to the Office of Administration (OA) for authorization to pay. If documentation is missing, you will be notified by email. The request will not be processed until all proper backup documentation has been received.
- OA will notify DHEWD when the reimbursement is approved and DHEWD will process the payment in the SAMII Financial System. Once payment is submitted into the SAM II Financial System, it may take up to two business days to receive funds.



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Guidelines for Capital Reimbursement: Allowable and Non-Allowable Expenses

1. No moneys shall be distributed through the fund without a line item appropriation for a specific project. A public college or university may use the funds for new construction, rehabilitation, maintenance, renovation, or reconstruction. A public college or university *shall not* use funds for athletic facilities, parking structures, or student housing.
2. Matching funds may or may not be required per HB 17 and HB 19. If required, the matching dollars must be used on allowable expenses that support the goal of the identified project. Additional guidance can be found on the DHEWD Reimbursement Website in the document named: DHEWD_Guidance_AllowableExpenses_FundMatch

FY 2025 HB 17 Capital Improvement Projects (Re-Appropriation of FY 2024 HB 17 & 19):



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Additional Information:

- Capital Improvement Reimbursement Form: dhewd.mo.gov/reimbursements.php
- Upload Reimbursement Requests and Quarterly reports to the DHEWD Box Account: <https://stateofmissouri.app.box.com/>

Questions or Concerns:

Direct questions and concerns to reimbursements@dhewd.mo.gov or call Rebecca Jackson at 573-751-1883.

For questions regarding whether or not an expense is allowable, please contact us prior to submitting for reimbursement. Questions will be reviewed on a case-by-case basis by the Department of Higher Education and Workforce Development.

Capital Improvement Reimbursement Form: Next Page



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Capital Improvement Reimbursement Form:



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