



Enter a reimbursement request

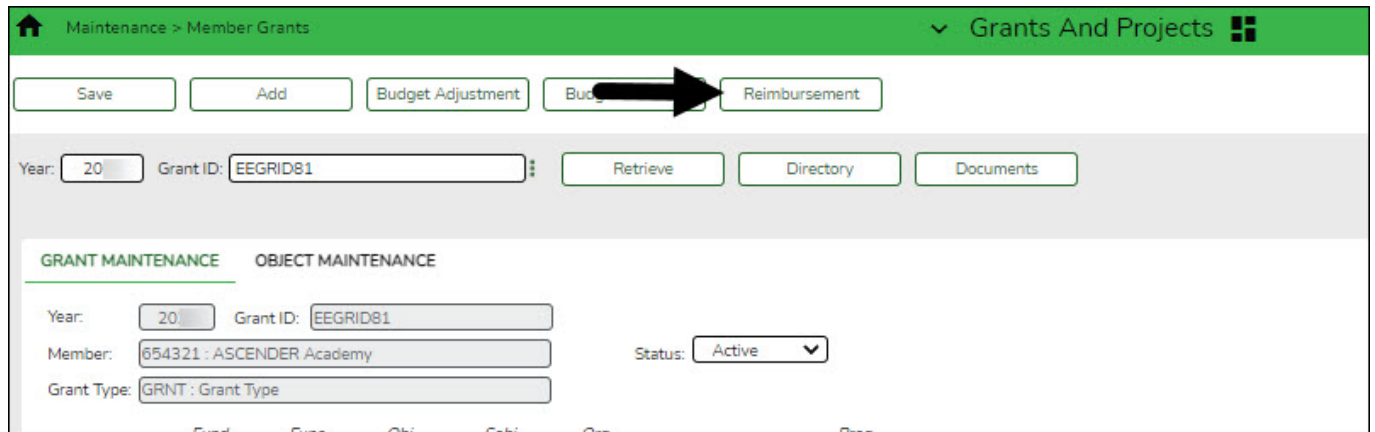
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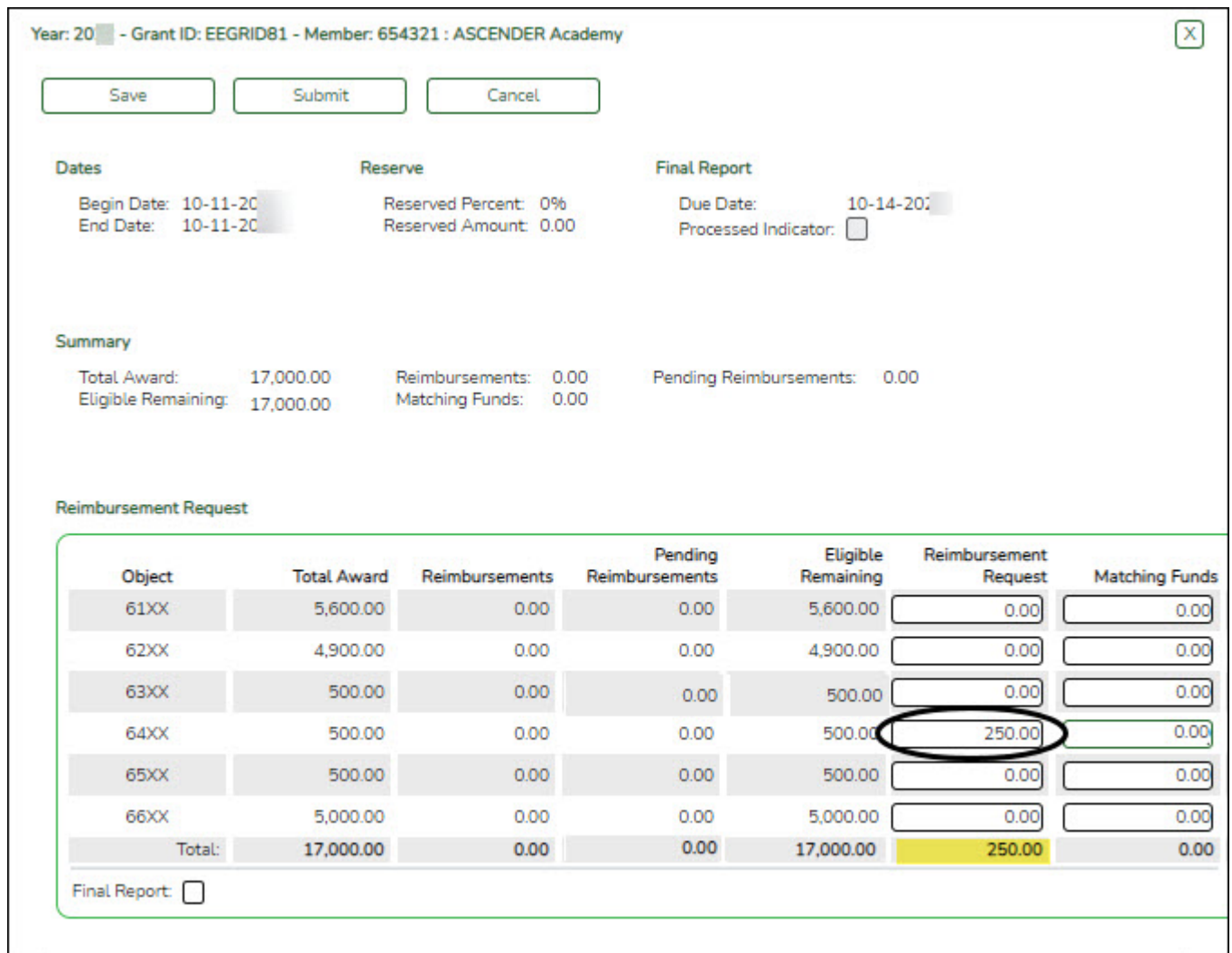
[Grants and Projects > Maintenance > Member Grants > Grant Maintenance](#)

A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount. To create a reimbursement request, click **Reimbursement** from the top of the page.



The screenshot shows the 'Grant Maintenance' page. At the top, there is a green header bar with a home icon, the breadcrumb 'Maintenance > Member Grants', and a dropdown menu 'Grants And Projects' with a grid icon. Below the header, there are several buttons: 'Save', 'Add', 'Budget Adjustment', 'Budget' (with an arrow pointing to 'Reimbursement'), and 'Reimbursement'. Below these buttons, there are input fields for 'Year' (20), 'Grant ID' (EEGRID81), and buttons for 'Retrieve', 'Directory', and 'Documents'. Further down, there are tabs for 'GRANT MAINTENANCE' and 'OBJECT MAINTENANCE'. Under 'GRANT MAINTENANCE', there are input fields for 'Year' (20), 'Grant ID' (EEGRID81), 'Member' (654321 : ASCENDER Academy), 'Status' (Active), and 'Grant Type' (GRNT : Grant Type).

The Reimbursement Request pop-window opens allowing you to add the request.



The screenshot shows the 'Reimbursement Request' pop-window. At the top, there is a header bar with the text 'Year: 20 - Grant ID: EEGRID81 - Member: 654321 : ASCENDER Academy' and a close button (X). Below the header, there are buttons for 'Save', 'Submit', and 'Cancel'. The main content area is divided into three sections: 'Dates', 'Reserve', and 'Final Report'. The 'Dates' section has 'Begin Date: 10-11-20' and 'End Date: 10-11-20'. The 'Reserve' section has 'Reserved Percent: 0%' and 'Reserved Amount: 0.00'. The 'Final Report' section has 'Due Date: 10-14-20' and 'Processed Indicator: ☐'. Below these sections, there is a 'Summary' section with the following data:

Summary	Total Award	Reimbursements	Pending Reimbursements
Total Award:	17,000.00	0.00	0.00
Eligible Remaining:	17,000.00	0.00	0.00

Below the summary, there is a 'Reimbursement Request' section with a table of reimbursement requests. The table has the following columns: Object, Total Award, Reimbursements, Pending Reimbursements, Eligible Remaining, Reimbursement Request, and Matching Funds. The data is as follows:

Object	Total Award	Reimbursements	Pending Reimbursements	Eligible Remaining	Reimbursement Request	Matching Funds
61XX	5,600.00	0.00	0.00	5,600.00	0.00	0.00
62XX	4,900.00	0.00	0.00	4,900.00	0.00	0.00
63XX	500.00	0.00	0.00	500.00	0.00	0.00
64XX	500.00	0.00	0.00	500.00	250.00	0.00
65XX	500.00	0.00	0.00	500.00	0.00	0.00
66XX	5,000.00	0.00	0.00	5,000.00	0.00	0.00
Total:	17,000.00	0.00	0.00	17,000.00	250.00	0.00

At the bottom of the window, there is a 'Final Report' section with a checkbox.

The transaction date and status are displayed.

Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

Over Expend Notes:

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)

Example: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 * (1 + 10%)) - (400 + 0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

Object	Displays a list of the six predefined object classes for each year and grant ID: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated Total Award - Reimbursements and Pending Reimbursements = Eligible Remaining).
Reimbursement Request	Type the amount of the reimbursement request. This field can only be edited if the transaction Type is <i>Periodic</i> and the Status is <i>Saved</i> . Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.

Matching Funds	<p>Type the total amount of matching funds. This field can only be edited if the transaction Type is <i>Periodic</i> and the Status is <i>Saved</i> or when adding a new request. Otherwise, the field is disabled.</p> <p>This field can be used when a grantee is required to “match” the grant in some way from another sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for <u>information purposes only</u> and does not affect grant calculations or totals.</p>
Total	Displays the totals for each column.
Final Report	<p>Select to indicate that the reimbursement request will be the last transaction for the Year and Grant ID. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to <i>Final</i>, and the Processed Indicator is automatically selected.</p> <ul style="list-style-type: none"> • Pending Periodic transactions that were submitted before or with the request with the Final Report Indicator selected will be allowed to be processed. • Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval. <p>Note: If the total reimbursement request is zero but the matching funds is greater than zero, then the Final Report check box is disabled. If an approval path exists, the request status is set to a Submitted status and will go to the Approval Dashboard. If approved, the transaction will bypass the Grant Payments process and be set to a Paid status. If an approval path does not exist, the transaction will be set to a Paid status. A check transaction is not created.</p>


☐ Click **Save** to save the request without submitting it for approval.



☐ Click **Submit** to submit the request for approval. The request is forwarded through the designated approval path for the selected grant type.

Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

☐ Click **Cancel** or X to close the pop-up window.

Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click  under **Transactions** to open the Budget Reimbursement Request pop-up window.

- Click **Documents** to open the [Document Attachments](#) pop-up window. You can view, upload, or delete documents as needed.
- If documents exist for the request,  is displayed on the **Documents** button.
- If a document is uploaded in this popup,  is displayed for the transaction in the **Doc** column under **Transactions**.

After the budget adjustment request goes through the appropriate approval path and is completely approved, the transaction status changes to *Posted* and the grant amounts are updated accordingly on the Grant Maintenance page under Summary.

After the reimbursement request goes through the appropriate approval path and is completely approved, the transaction status changes to *Posted*, the request amount is deducted from the **Eligible Remaining** amount, and is displayed as a **Pending Reimbursement Amount**.

Summary

Total Award: 17,880.00
 Eligible Remaining: 16,750.00
 Reimbursements: 0.00
 Matching Funds: 0.00
 Pending Reimbursements: 250.00

Transactions

Cancel	Trans	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
				10-20-20	Budget Adjustment	Posted	500.00	0.00			<input type="checkbox"/>
				10-20-20	Budget Revision	Posted	0.00	0.00			<input type="checkbox"/>
				10-20-20	Periodic	Pending	0.00	250.00			<input type="checkbox"/>
				10-19-20	Original	Posted	16,500.00	0.00			<input type="checkbox"/>

First 1: 10-20-2021 - 10-19-2021 / 1 Last

The reimbursement request is now ready to be processed for payment using the [Grants and Projects > Utilities > Grant Payments > Print Checks](#) page. Reference the [G&P SSA Fiscal Agent Management Process Grant Payments](#) guide for additional information.