



ASCENDER GUIDES



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Reimbursement Request

If the transaction type is *Periodic*, the Reimbursement Request pop-up window opens with the corresponding budget details.

- If the transaction status is *Pending*, *Posted*, or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, only the **Reimbursement Request** and **Matching Funds** fields in the pop-up can be edited.

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.


Object	Displays a list of the six predefined object classes for each year and grant ID: <i>61XX</i> , <i>62XX</i> , <i>63XX</i> , <i>64XX</i> , <i>65XX</i> , and <i>66XX</i> .
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any amendments 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.
Matching Funds	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> . Otherwise, the field is disabled.
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.

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

- Click **Submit** to submit the request for approval.
- Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the reimbursement request, a paperclip icon is displayed in the **Documents** button.

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

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



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