



Requesting Reimbursements in Utah Grants

Activities that occur after the award is issued are considered post-award activities. These are managed in the Monitoring section of Utah Grants.

Payment Creator

1. Locate program for which reimbursement is being requested. Click the Monitoring tab (top Menu) and locate the program. Expand the + (plus sign) to view line details, click green eye icon.

() UTAH grants Em		irahia Muhauamuni Syda	in eletti					()	ants Portal 🔫	8
<	HOME	Opportunities Applications	Grants Monitoring							
📰 Tasks 🔥 🔨	A Mor	itoring Schedule for all Activ	ve Grants							=
My Tasks Pending Tasks Completed Tasks	This	Section Manages Post Award Activ ack Search	ities for Grant as below.							
Activities 🔨		Title	Grantor Organization	Grantee Organization	Grant Period	# Awards	Total Obligated Amount	Status	Actions	6
Activities ^	Ð	PRAV_SF1_2017 - 2017	USBE	Carbon Co School District (SESC)	7/1/20166/30/2017	1		Active	۲	
View Site Visits Manage Payment Requests	e	PRAVSF_2019 - 2019	USBE	Carbon Co School District (SESC)	7/1/20186/30/2019	1		Active	۲	
1	~	ID	Title	Budget Period	Total Awarded Amount		Total Obligated Amount Status	٨	ctions	
/	•	AD-USBE39	PRAVSF_2019 - 2019	7/1/20186/30/2019	\$110.00		\$110.00 Activated		≥ 👄	
				Total F	Records: 1			Page	1 3	
									3	
	Ð	PRAV_FF_2018 - 2018	USBE	Carbon Co School District (SESC)	7/1/20176/30/2018	1		Active	۲	
	Œ	PRAV_SF_2017 - 2017	USBE	Carbon Co School District (SESC)	7/1/20166/30/2017	1		Active	۲	
	æ	KPF_2017 - 2017	USBE	Carbon Co School District (SESC)	1/1/201912/31/2021	1		Active	۲	
	Ð	KPF_2019 - 2019	USBE	Carbon Co School District (SESC)	1/1/201912/31/2021	1		Active	۲	
	Ð	KPF_2018 - 2018	USBE	Carbon Co School District (SESC)	1/1/201912/31/2021	1		Active	۲	
	Ð	REI5_SF1018_2017 - 2017	USBE	Carbon Co School District (SESC)	7/1/20176/30/2019	1		Active	۲	

2. Create New Payment Request by selecting the \$ Requests subtab, then selecting New Payment Request.

() UTAH grants	(a) UTAH grands - Communic County Management Symbol (MT)									
<	HOME Opportunities Applications G	rants Monitoring								
Tasks A My Tasks A Pending Tasks	Award View PRAVSF_2019 - 2019					Ξ				
Completed Tasks	ID AD-US8E39	GRANT ID GT-USBE-649		Status Activated	Budget Period 7/1/20186/30/2019					
Activities Anage Progress Reports View Site Visits Manage Payment Requests	Grants and Awards are managed throughout P Overview \$ Budget \$ Rec	rogram life cycle. The Awards is approved and n uests & Attachments History	naintained by the Program Office. Once the A	ward is activatview more		_				
	▲ Payment Requests ④				New Payment Request	Walve Funds 🔳				
	Quick Search	٩				T				
	ID Submitted	Status	Last Modified	Paid	Total Actions					
			No r	ecords found						

ADA Compliant 10-29-2018

- 3. Enter General Information and Save.
 - a. Internal Invoice # Organization self-generated invoice number
 b. Internal Approver Individual at organization assigned to approve this invoice (Utah Grants User with a role of Approver. Use magnifying glass to search)
 c. Expense Fiscal Year State Fiscal Year of when the expense was incurred (use magnifying Glass and select valid year). SFY begins July 1 and ends June 30 (e.g., SFY 2018 begins 07/01/2017 and ends 06/30/2018)
 d. Expenses Incurred From Start date of invoice period
 - e. Expenses Incurred Through End date of invoice period

Create Payment Request			Cancel Save =
Overview			Fields marked as * are required
▲ General Information ④			
*Internal Invoice# (i) BW Test #1 (i) *Fiscal Year Cost Rate 2019	Type (1) Reimbursement *Expenses Incurred From (1) 07/01/2018	*Internal Approver ① BW Approver Test Q *Expenses Incurred Through ① 07/30/2018	
Grant Reference			
Grant ④ GT-USBE-003	Award (1) AD-USBE02		
			Cancel Save

4. On Financials tab, click the blue pen icon next to the budget category to open allow for editing

Payment Request-TEST1							Submit Request Ed
ID	Progra	am Name	Project Period		Status	Status	
PR-USBE-24	PRAV	_SF_2017	7/1/20166/30/2017		Created		
Invoice Period 7/1/20166/30/2017							
0		-0	0				_0
Created	Subr	nitted for Approval	Submitted to Grantor		Approved		Paid
Overview \$Financials & Att	achments D History						
Budget Period Amounts 🕕							
tal Awarded Amount 🚯		Requested Amount this Action	on ①		YTD Reimbursement Paid ④		
10		\$20		50			
firect Cost Type		Indirect Cost %					
estricted		0%					
Reimbursement Grid - USBE							Print Budget
Category Name	Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved	Remaining Balance	This Request	Actions
alaries (100)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$11.00	
mployee Benefits (200)	\$10.00	\$0.00	50.00	\$0.00	\$10.00	\$0.00	
urchased Professional & Tech Serv	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	1
urchased Property Services (400)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	1

5. Enter values and Save

▲ Reimbursement Grid - USBE

Category Name	Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved	Remaining Balance	This Request	Actions
Salaries (100)	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	5000	°
Employee Benefits (200)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	1000	5
Purchased Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Purchased Property Serv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ø
Other Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel (580)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies and Materials (6	\$22,139.37	\$0.00	\$0.00	\$0.00	\$22,139.37	3542	3
Property Including Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (Not eligible for Ind	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

6. After saving, indirect costs will calculate automatically based on the fiscal year and periods entered (if indirect costs are applicable). Check calculations and totals.

			Total Records: 1				
PR-USBE-23		Created	10/19/2018 9:42 AM		\$11.02	۲	
D	Submitted	Status	Last Modified		Total Paid	Actions	
Quick Search	٩						T
▲ Payment Requests 😤 🛈							=
50		\$90			\$11.02		
Approved		Remaining Balance			This Request		
Total Budget \$90	Total Grant Expenditure S0				Fiscal YTD Expenditure S0		
Reimbursement Grid Totals							
			Total Records: 10				
Indirect Cost	\$0.09	\$0.00	\$0.00	\$0.00	\$0.09	\$0.02	-
Other (Not eligible for Indirect Cost) (\$29.91	\$0.00	\$0.00	50.00	\$29.91	\$0.00	1
Property Including Equipment (700)	\$0.00	\$0.00	\$0.00	50.00	\$0.00	\$0.00	
Supplies and Materials (600)	\$10.00	\$0.00	\$0.00	50.00	\$10.00	\$0.00	1
Travel (580)	\$20.00	\$0.00	\$0.00	50.00	\$20.00	\$0.00	1
Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1

7. On Attachments tab, click Add to include supporting documentation, if required.

Payment Request-BW Test #1							Cancel Save =
ID PR-USBE-00		Project Period ③ 7/1/20186/30/2019		Status Created		Invoice Period 7/1/20187/30/2018	
Overview \$ Financials	Attachments			Add Attachments Upload file from Computer	×		Fields marked as * are required
Name	Туре	Description	Da	*Type Invoice • *File Choose Hie, No file chosen			Cancel Save
				-Description	Save		

Print Budget

Save 🔳

8. If it is necessary to make changes to information entered, Click Edit, make necessary changes and Save.

Payment Request-BW Test #1				Submit Request Edit
ID PR-USBE-00	Project Period ③ 7/1/20186/30/2019	Status Created	Invoice Peri 7/1/20187	iod 7/30/2018
Created	Submitted for Approval	Submitted to Grantor	Approved	Paid
Overview \$ Financials	NAttachments DHistory			
▲ General Information ④				
Internal Invoice# 3 BW Test #1	Type ① Reimbursem	ent	Grantee Organization ① Ballet West	
Internal Approver ④ BW Approver 2 Test	Fiscal Year Co 2019	ost Rate	Submission Date	
Grantee Point Of Contact ④ Test	Expenses Inco 7/1/2018	urred From (1)	Expenses Incurred Through (7/30/2018	Ð

9. After saving, Submit Request box will appear. Click Submit Request

			Submit Request Edit
Program Name	Project Period	Status	
KPF_2017	1/1/201912/31/2021	Created	
Submitted for Approval	Submitted to Granter	Annoved	O Paid
Submitted for 7440 of all	outrimed to Granter	reproved	r ana
History			
Type ①		Grantee Organization ③	
Reimbursement		Carbon Co School District (SESC)	
Expense Fiscal Year		Submission Date	
2019			
Expenses Incurred From ④		Expenses Incurred Through 🕕	
1/1/2019		1/31/2019	
Award (1)		Burloet Period (1)	
AD-USBE32		1/1/201912/31/2021	
	Program Name KPF_2017 Submitted for Approval Submitted for Approval Phistory Type ① Reimbursement Expense Incurred From ① 1/1/2019 Award ① AD-USBE-32	Program Name KPF_2017 Project Period 1/1/201912/31/2021 Submitted for Approval Submitted to Grantor Pristory Type ① Reimbursement Expense Fiscal Year 2019 Expenses Incurred From ① 1/1/2019	Program Name KPF_g07 Project Period 1/1/2019-1/2/31/2021 Status Created

Internal Approver

10. Internal Approver will receive an email with a link to the reimbursement request.

The Internal Approver can also locate the reimbursement request pending their approval by clicking on Monitoring, Pending Tasks and selecting the task.

🕘 UTAH grants	Ente	rprise Grants Mana										
	<	HOME Opportunities	Applications Grants Monitoring									
📰 Tasks		 Pending Tasks ((Assigned To Me) ①					=				
My Tasks	^											
Pending Tasks Completed Tasks		Quick Search	٩					T				
P Activities	^	Ref. ID	Туре	Subject	Created By	Created Date	Actions	-				
Activities	^	PR-USBE-00	Recipient Review Payment Re	POPS - 2019	BW Creator Test	09/26/2018 2:43 PM	•					
Manage Progress Repor View Site Visits Manage Payment Reque	ts sts				Total Records: 1							

- 11. Internal Approver reviews information on all tabs and selects the necessary action. A comments box appears and is required. Click Submit
 - a. Approve Sends application to USBE for approval and payment
 - b. Reject Cancels the reimbursement request. A new payment request will need to be created.
 - c. Send Back Sends the reimbursement request back to the creator for editing and resubmission

😰 UTAH grants									Grants Portal 👻 🕒
	<	HOME Opportur	ilties Application	s Grants N	Nonitoring				
📰 Tasks	^								
My Tasks	^	Payment Reque	st-BW Test #1						=
Pending Tasks Completed Tasks		ID				Project Period (1)	Status	Invoice Period	
Activities	^	PR-USBE-00				7/1/20186/30/2019	Submitted for Approval	7/1/20187/30/2018	
Activities	^						_		
Manage Progress Reports		Approval Dec	ision						
Manage Payment Requests	s	Approve	Reject 💿 Send	Back		Submit			
			0-			<u>o</u>		0	0
			Created			Submitted for Approval	Submitted to Grantor	Approved	Paid
		Overview	\$ Financials	Attachme	ents D History				
		A Budget Per	od Amounts 🕕						
		Total Awarded Ar \$622,139.37	mount Φ			Requested Amount this Action (3) \$9,542		YTD Reimbursement Paid ① \$0	
		▲ Reimburser	nent Grid - USBE						Print Budget 📃
		Category Nam	e		Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved Remaining Balance This I	Request Actions

12. Read and acknowledge certification statement

Approval Confirmation	×
"By signing this report, I certify to the best of my knowledge and belief that the rep complete, and accurate, and the expenditures, disbursements and cash receipts a purposes and objectives set forth in the terms and conditions of the Federal award that any false, fictitious, or fraudulent information, or the omission of any material f subject me to criminal, civil or administrative penalties for fraud, false statements, otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and	rt is true, e for the I am aware act, may alse claims or 3801-3812)."
Cance	Continue

13. Status is now updated to Submitted to Grantor

Payment Request-BW Test #1			
ID PR-USBE-00	Project Period 3 7/1/20186/30/2019	Status Submitted to Grantor	Invoice Period 7/1/20187/30/2018
0	0		00

14. An existing payment request is already in progress

Reimbursement requests must be fully approved (Internal Approver through USBE Approval) before a new reimbursement request can be submitted.

Award View PRAV_SF_20	17 - 2017							1	
ID		GRANT IE	041	Status		Budget Period	Budget Period		
AD-0002-40				Postarea		1112010-0100			
Grants and Awards	are managed throughout Program life cy	cle. The Awards is approv	red and maintained by the Program (Office. Once the Award is activatview more					
Overview	\$ Budget \$ Requests	Attachments 🤊	History						
An existing pa	yment request is already in progress								
▲ Payment Re	equests D						New Payment Request	Waive Funds	
Quick Search		٩							
ID	Submitted		Status	Last Modified	Paid	Total	Actions		
PR-USBE-24			Submitted for Approval	10/19/2018 5:52 PM		\$20.00	۲		
				Total Records: 1					

15. Requested amount cannot exceed 10% of approved category Budget

\$0.00

Purchased Professional &.

\$0.00

Reimbursement requests are compared to the last approved budget. Requests can exceed the approved budget by no more than 10%. Budget categories that do not exist on the budget cannot be requested on the reimbursement.

	Created	Sub	mitted for Approval	Submitted to Grant	or	Approved	Approved					
Overview	\$ Financials	S Attachments	C History									
▲ Budget Period Amounts ④												
Total Awarded A \$622,139.37	mount 🛈		Requested \$9,542	Amount this Action (1)		YTD Reimburs \$0	YTD Reimbursement Paid (1) \$0					
Indirect Cost Typ N/A	De		Indirect Co 0%									
▲ Reimburse	ment Grid - USBE	I					Print B	udget Save 📃 🗮				
Requested amount cannot exceed 10% of approved category budget												
Category Nam	ne -	Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved	Remaining Balance	This Request	Actions				
Salaries (100)		\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	600000	ວ				
Employee Ben	efits (200)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$1,000.00	<i></i>				

\$0.00

\$0.00

\$0.00

\$0.00

16. Remaining funds exist in a related program. Please use the waive remaining funds before requesting reimbursement on this program. Click here to access related program.

Programs from the same funding source but different fiscal years are considered to be related programs. For example, FY17 Title I, FY18 Title I and FY19 Title I are all considered to be related programs. Recipient must fully utilize or waive funds in the earliest related program prior to requesting funds on a later program. Request or waive funds on earlier program before proceeding.

PRAVSF_201	9 - 2019							
10			GR	ANT ID		Status	Budget Period	
AD-USBE39			GT	-USBE-040		Activated	7/1/2018-6/30/2019	
ints and Awards	are managed thr	oughout Program li	fe cycle. The Awards is	approved and main	ntained by the Program Office. Once	e the Award is activatview more		
			0	Dilistoor				
Overview	\$ Budget	\$ Requests	% Attachments	Orisiony				
Cverview Remaining fur	\$ Budget	\$ Requests	S Attachments	funds before reque	isting reimbursement on this progra	m. Click PRAVSF_2018 to access related program.		
Overview Remaining fur	\$ Budget	\$ Requests	N Attachments	funds before reque	isting reimbursement on this progra	m Click PRAVSF_2018 to access related program.		
Overview Remaining for Payment Re	\$ Budget ds exist in relate equests ①	\$ Requests	Attachments	funds before reque	ssting reimbursement on this progra	m. Click PRAVSF_2018 to access related program.	New Payment Request.	Waive Funds
Overview Remaining for Payment Re Quick Search	\$ Budget ds exist in related	\$ Requests	Attachments use or waive remaining	funds before reque	isting reimbursement on this progra	m. Click PRAVSF_2018 to access related program.	New Payment Request	Walve Funds 🛛 🗄
Coverview Remaining for Payment Re Quick Search ID	\$ Budget ds exist in related equests (1) Submitted	\$ Requests	Attachments use or waive remaining Q Status	funds before reque	usting reimbursement on this progra	m. Click PRAVSF_2018 to access related program.	New Paymont Request	Walve Funds 🚦

Alternate Navigation Option

17. Payment requests can also be located by clicking on Grants (top menu), selecting the appropriate program by clicking on the green eye icon.

() UTAH grants	Ente	rprise Grants Manag	gement System (UAT)						Grants Portal w	•
	<	HOME Opportunities	Applications Grants Mor	nitoring						
Q, Search										
Search	Q	▲ Grants ①								=
Al	٠	Quick Search		٩					T	
- Turke		ю	Title	Grantor Organization	Project Period	Number of Awards	Total Active Award Amount	Status	Actions	-
My Tasks	~	GT-USBE-012	RN_FF_2018 - 2018	USBE	7/1/20176/30/2020	1	\$32,500.00	Active	•	
Pending Tasks		GT-USBE-003	POPS - 2019	USBE	7/1/2018-6/30/2019	1	\$622,139.37	Active	•	
Completed Tasks					,	stal Records: 2				
Activities										
Grants, Awards, Amendments	^									
View Grants										
View Active Awards										
www.renematient.requi	1945									

Click on the Awards sub-tab, then green eye icon.

🗿 UTAH grants	Ente	rprise Gra	nts Ma	nagement Sy	stem (UAT)											Grants Po	·· 🕘 ·
	<	HOME	opportuni	ties Application	ns Grants M	onitoring											
Q Search	^				_												
Search	Q	Grant V POPS	- 2019														=
AI	*	ID GT-US	IBE-003				Status Active				Current Award AD-USBE-02			Spend Type Sub Award	ls		
III Tasks	^																
My Tasks	^																
Pending Tasks Completed Tasks		Ove	rview	\$ Financials	The Awards	Request	ls Log	Attachments	Hist	ory							
Activities	^	+ Awa	rds 🛈														≡
Grants, Awards,	^																
View Grants			ID		Title	(Grantor Organ	nization		Budget Period		Awarded Amount	Revision Type		Status	Actions	
View Active Awards		1	AD-USB	E02	POPS - 2019		JSBE			7/1/20186/30/2019		\$622,139.37			Activated	• 🥌	
View Amendment Reques	5																