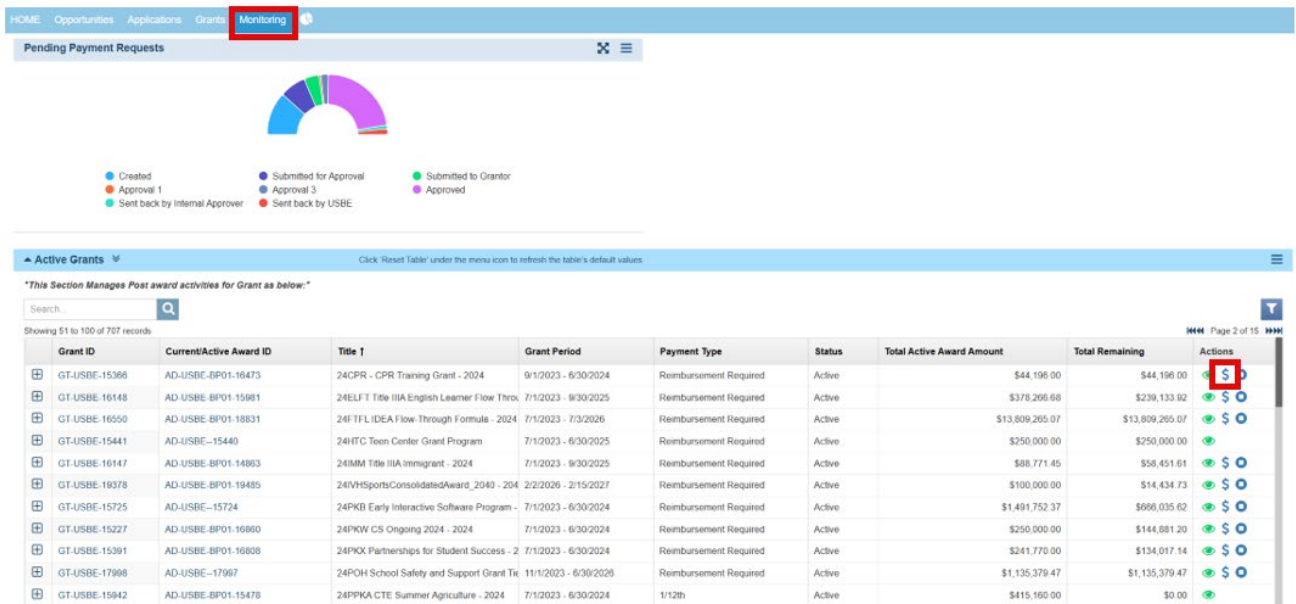


Reimbursement Request

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 the program for which the reimbursement is being requested. Click the **Monitoring** tab (top menu) and locate the program. Select the Dollar icon (right side) to start the payment request.



HOME Opportunities Applications Grants **Monitoring**

Pending Payment Requests

Created Approval 1 Sent back by Internal Approver Submitted for Approval Approval 3 Sent back by USBE Submitted to Grantor Approved

Active Grants

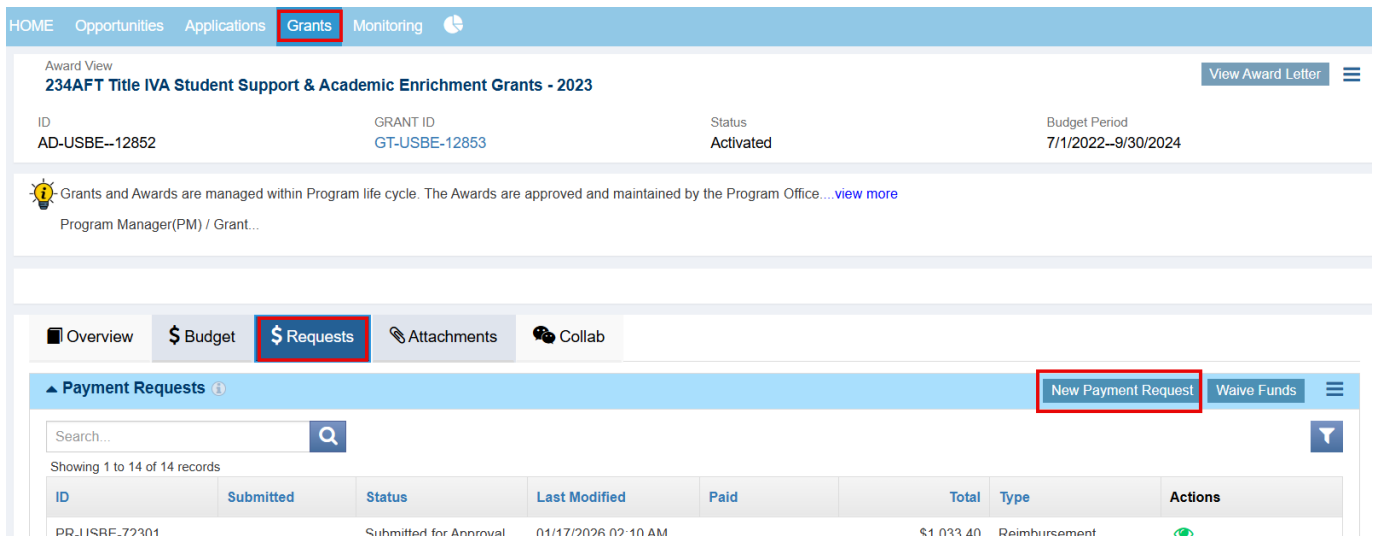
Click 'Reset Table' under the menu icon to refresh the table's default values

*This Section Manages Post award activities for Grant as below:

Showing 51 to 100 of 707 records

Grant ID	Current/Active Award ID	Title 1	Grant Period	Payment Type	Status	Total Active Award Amount	Total Remaining	Actions
GT-USBE-15366	AD-USBE-BP01-16473	24CPR - CPR Training Grant - 2024	9/1/2023 - 6/30/2024	Reimbursement Required	Active	\$44,196.00	\$44,196.00	\$
GT-USBE-16148	AD-USBE-BP01-15981	24ELFT Title IIIA English Learner Flow Thro...	7/1/2023 - 9/30/2025	Reimbursement Required	Active	\$378,266.68	\$239,133.92	\$
GT-USBE-16550	AD-USBE-BP01-18831	24FTL IDEA Flow-Through Formula - 2024	7/1/2023 - 7/3/2026	Reimbursement Required	Active	\$13,809,265.07	\$13,809,265.07	\$
GT-USBE-15441	AD-USBE-15440	24HTC Teen Center Grant Program	7/1/2023 - 6/30/2025	Reimbursement Required	Active	\$250,000.00	\$250,000.00	\$
GT-USBE-16147	AD-USBE-BP01-14863	24IMM Title IIIA Immigrant - 2024	7/1/2023 - 9/30/2025	Reimbursement Required	Active	\$88,771.45	\$58,451.61	\$
GT-USBE-19378	AD-USBE-BP01-19485	24VHSportsConsolidatedAward_2043 - 204	2/2/2026 - 2/15/2027	Reimbursement Required	Active	\$100,000.00	\$14,434.73	\$
GT-USBE-15725	AD-USBE-15724	24PKB Early Interactive Software Program -	7/1/2023 - 6/30/2024	Reimbursement Required	Active	\$1,491,752.37	\$666,035.62	\$
GT-USBE-15327	AD-USBE-BP01-16680	24PKW CS Ongoing 2024 - 2024	7/1/2023 - 6/30/2024	Reimbursement Required	Active	\$250,000.00	\$144,881.20	\$
GT-USBE-15391	AD-USBE-BP01-16808	24PKX Partnerships for Student Success - 2	7/1/2023 - 6/30/2024	Reimbursement Required	Active	\$241,770.00	\$134,017.14	\$
GT-USBE-17998	AD-USBE-17997	24POH School Safety and Support Grant Te	11/1/2023 - 6/30/2026	Reimbursement Required	Active	\$1,135,379.47	\$1,135,379.47	\$
GT-USBE-15942	AD-USBE-BP01-15478	24PPKA CTE Summer Agriculture - 2024	7/1/2023 - 6/30/2024	1/12th	Active	\$415,160.00	\$0.00	\$

2. Alternatively, you can initiate a payment request directly from the award view. Navigate to the award and click the Request tab. Click New Payment Request.



HOME Opportunities Applications Grants **Monitoring**

Award View

234AFT Title IVA Student Support & Academic Enrichment Grants - 2023

ID: AD-USBE-12852 GRANT ID: GT-USBE-12853 Status: Activated Budget Period: 7/1/2022-9/30/2024

Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office... [view more](#)

Program Manager(PM) / Grant...

Overview \$ Budget **\$ Requests** Attachments Collab

Payment Requests

New Payment Request Waive Funds

Showing 1 to 14 of 14 records

ID	Submitted	Status	Last Modified	Paid	Total	Type	Actions
PR-IISRF-72301		Submitted for Approval	01/17/2026 02:10 AM		\$1,033.40	Reimbursement	

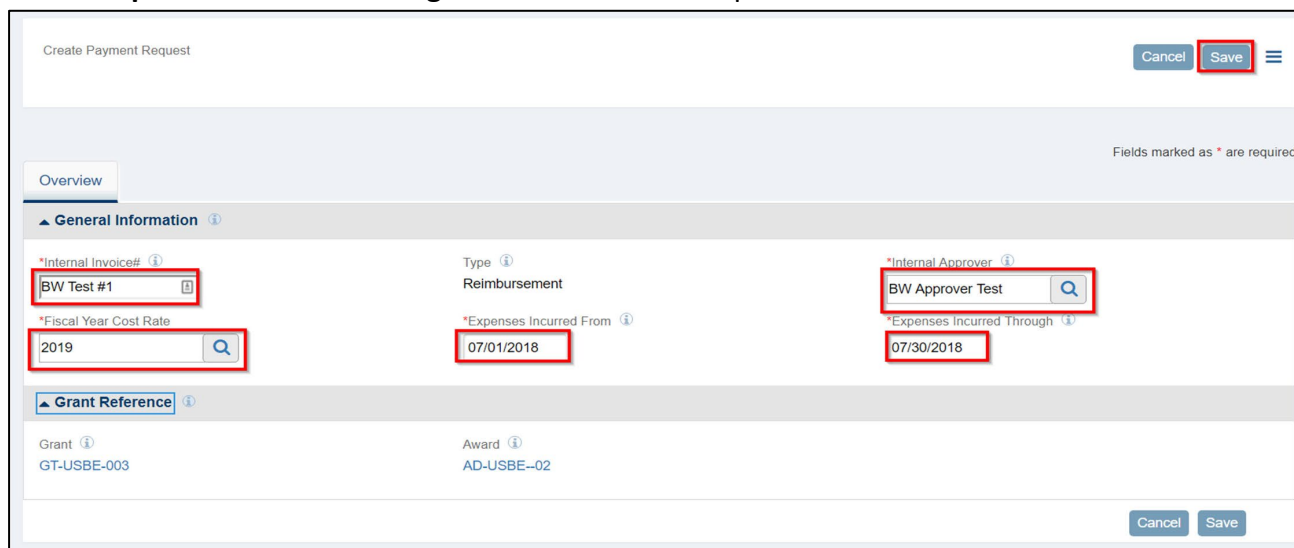
3. Select yes to start the payment request.



A blue dialog box titled "Confirm" with a close button (X) in the top right corner. The text "Create payment request?" is centered. At the bottom right, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red square.

4. 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. The Key POC will automatically populate in this field. 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 2026 begins 07/01/2025 and ends 06/30/2026)
- d. **Expenses Incurred From** Start date of invoice period
- e. **Expenses Incurred Through** End date of invoice period



A screenshot of the "Create Payment Request" form. The form has a header bar with "Create Payment Request" on the left and "Cancel" and "Save" buttons on the right. Below the header is a tabbed interface with "Overview" selected. The "General Information" section is expanded, showing fields for "Internal Invoice#" (with value "BW Test #1"), "Type" (with value "Reimbursement"), "Internal Approver" (with value "BW Approver Test"), "Fiscal Year Cost Rate" (with value "2019"), "Expenses Incurred From" (with value "07/01/2018"), and "Expenses Incurred Through" (with value "07/30/2018"). Below this is the "Grant Reference" section, showing "Grant" (GT-USBE-003) and "Award" (AD-USBE-02). At the bottom right of the form are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red square. A note at the top right says "Fields marked as * are required".

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

Payment Request-TEST1

ID: PR-USBE-24, Program Name: PRAV_SF_2017, Project Period: 7/1/2016-6/30/2017, Status: Created

Invoice Period: 7/1/2016-6/30/2017

Progress: Created (100%), Submitted for Approval (0%), Submitted to Grantor (0%), Approved (0%), Paid (0%)

Overview | **Financials** | Attachments | History

Budget Period Amounts

Total Awarded Amount: \$110, Requested Amount this Action: \$20, YTD Reimbursement Paid: \$0

Indirect Cost Type: Restricted, Indirect Cost %: 0%

Reimbursement Grid - USBE

Category Name	Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved	Remaining Balance	This Request	Actions
Salaries (100)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$11.00	
Employee Benefits (200)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	
Purchased Professional & Tech Serv...	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	
Purchased Property Services (400)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	

6. Enter values and **Save**.

Reimbursement Grid - USBE

Print Budget | **Save**

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	
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	
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	
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	

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

Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel (580)	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	
Supplies and Materials (600)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	
Property Including Equipment (700)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (Not eligible for Indirect Cost) (...)	\$29.91	\$0.00	\$0.00	\$0.00	\$29.91	\$0.00	
Indirect Cost	\$0.09	\$0.00	\$0.00	\$0.00	\$0.09	\$0.02	

Total Records: 10

Reimbursement Grid Totals

Total Budget	\$90	Total Grant Expenditure	\$0	Fiscal YTD Expenditure	\$0
Approved	\$0	Remaining Balance	\$90	This Request	\$11.02

Payment Requests

Quick Search

ID	Submitted	Status	Last Modified	Total	Paid	Actions
PR-USBE-23		Created	10/19/2018 9:42 AM	\$11.02		

Total Records: 1

Submit Request | Edit

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

The screenshot shows the 'Payment Request-BW Test #1' page. The 'Attachments' tab is selected and highlighted with a red box. An 'Add Attachments' modal is open in the center, with the 'Add' button in its top right corner highlighted with a red box. The modal contains fields for 'Type' (set to 'Invoice'), 'File' (with a 'Choose File' button), and 'Description'. The main page also has an 'Add' button in the top right corner, also highlighted with a red box. The 'Overview' and 'Financials' tabs are visible on the left.

9. If it is necessary to make changes to information entered, click **Edit**, make necessary changes and **Save**.

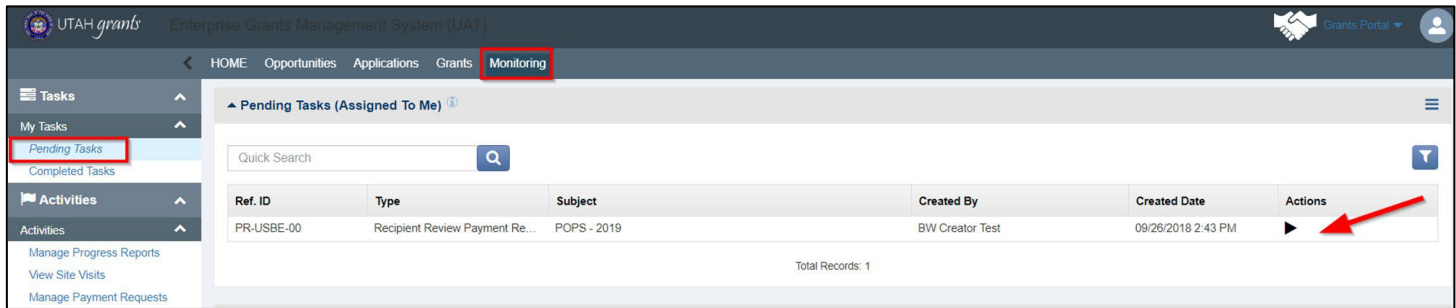
The screenshot shows the 'Payment Request-BW Test #1' page with the 'Overview' tab selected and highlighted with a red box. A progress bar at the top shows the status: Created (checked), Submitted for Approval, Submitted to Grantor, Approved, and Paid. The 'Edit' button in the top right corner is highlighted with a red box. Below the progress bar, there are tabs for 'Overview', 'Financials', 'Attachments', and 'History'. The 'General Information' section is expanded, showing details like 'Internal Invoice# BW Test #1', 'Type Reimbursement', 'Grantee Organization Ballet West', 'Internal Approver BW Approver 2 Test', 'Fiscal Year Cost Rate 2019', 'Submission Date', 'Grantee Point Of Contact Test', 'Expenses Incurred From 7/1/2018', and 'Expenses Incurred Through 7/30/2018'.

10. After saving, Submit Request box will appear. Click **Submit Request**.

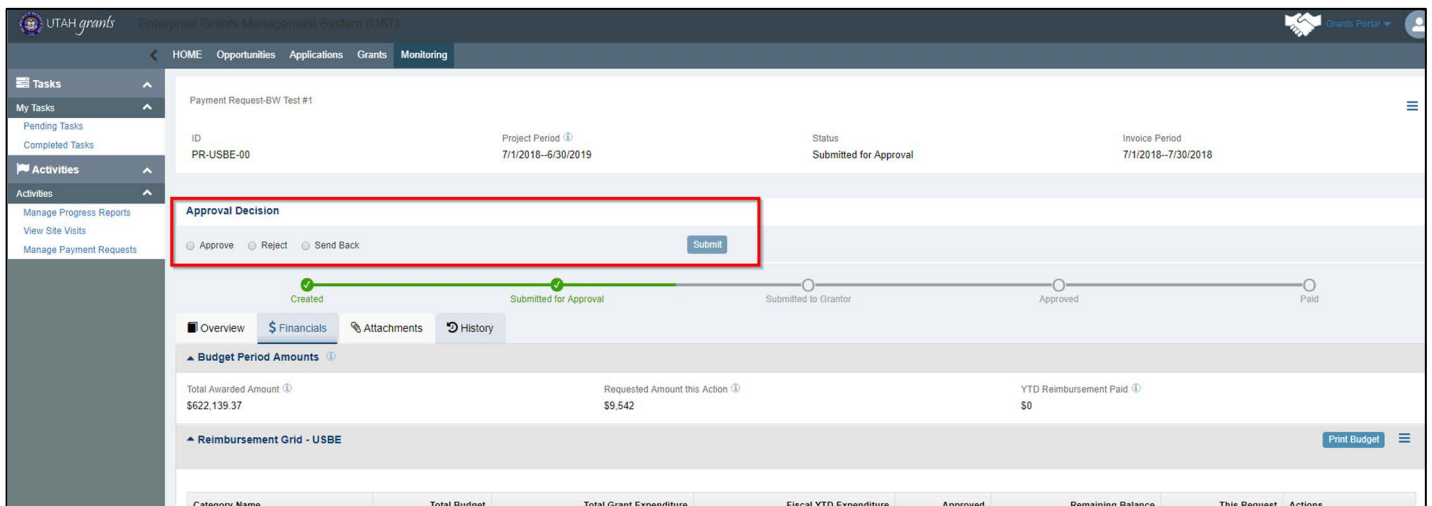
The screenshot shows the 'Payment Request-1' page with the 'Overview' tab selected and highlighted with a red box. A progress bar at the top shows the status: Created (checked), Submitted for Approval, Submitted to Grantor, Approved, and Paid. The 'Submit Request' button in the top right corner is highlighted with a red box. Below the progress bar, there are tabs for 'Overview', 'Financials', 'Attachments', and 'History'. The 'General Information' section is expanded, showing details like 'Internal Invoice# 1', 'Type Reimbursement', 'Grantee Organization Carbon Co School District (SESC)', 'Internal Approver Scott Crane', 'Expense Fiscal Year 2019', 'Submission Date', 'Grantee Point Of Contact Crane', 'Expenses Incurred From 1/1/2019', and 'Expenses Incurred Through 1/31/2019'. The 'Grant Reference' section is also expanded, showing 'Grant GT-USBE-033', 'Award AD-USBE-32', and 'Budget Period 1/1/2019-12/31/2021'.

Internal Approver

1. The 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.



2. 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



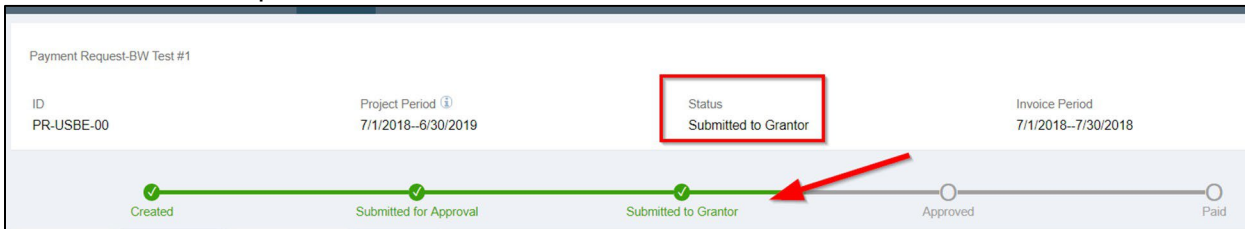
3. Read and acknowledge certification statement.

Approval Confirmation

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

Cancel
Continue

4. Status is now updated to Submitted to Grantor.



Warnings and Errors

5. 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: PRAY_SF_2017 - 2017

ID: AD-USBE-40

GRANT ID: GT-USBE-041

Status: Activated

Budget Period: 7/1/2016-6/30/2017

Grants and Awards are managed throughout Program life cycle. The Awards is approved and maintained by the Program Office. Once the Award is activat... [view more](#)

Overview | Budget | **Requests** | Attachments | History

An existing payment request is already in progress

Payment Requests

Quick Search

ID	Submitted	Status	Last Modified	Paid	Total	Actions
PR-USBE-24		Submitted for Approval	10/19/2018 5:52 PM		\$20.00	

Total Records: 1

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

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.

Workflow: Created → Submitted for Approval → Submitted to Grantor → Approved → Paid

Overview | **Financials** | Attachments | History

Budget Period Amounts

Total Awarded Amount	Requested Amount this Action	YTD Reimbursement Paid
\$622,139.37	\$9,542	\$0

Indirect Cost Type: N/A

Indirect Cost %: 0%

Reimbursement Grid - USBE

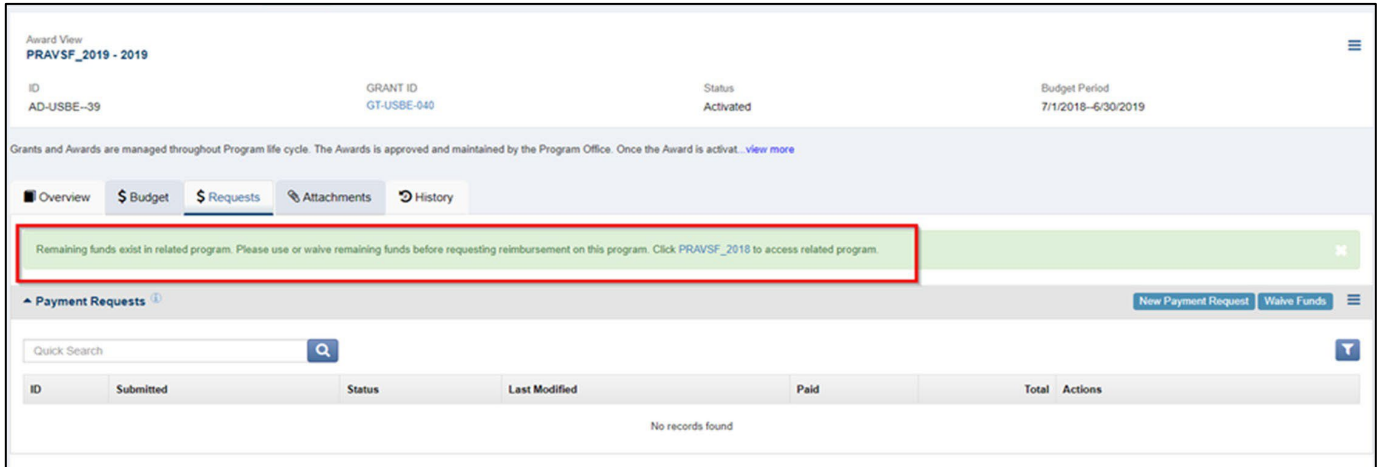
Print Budget | Save

Requested amount cannot exceed 10% of approved category budget

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	600000	
Employee Benefits (200)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$1,000.00	
Purchased Professional &...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

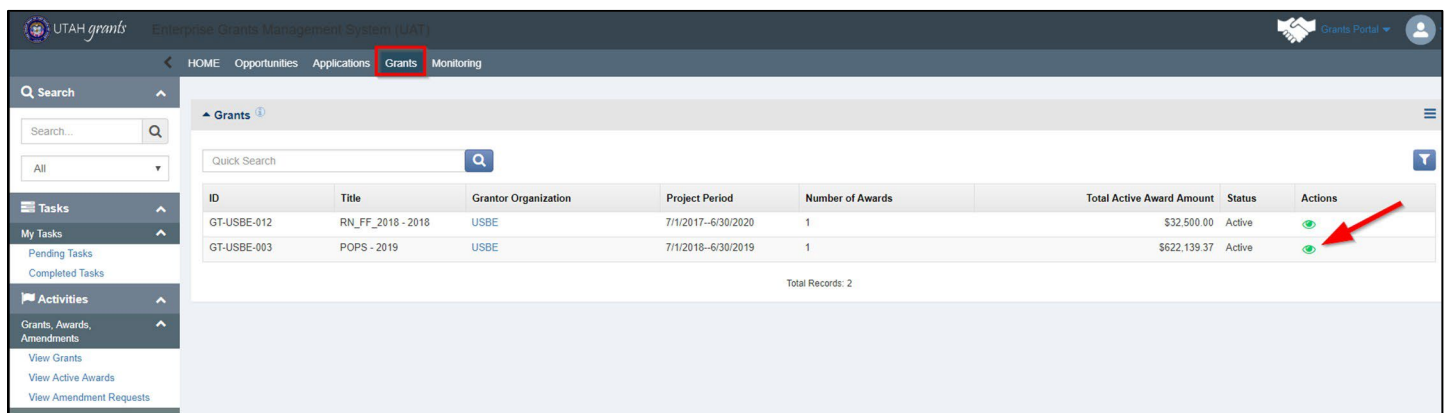
7. Remaining funds exist in a related program. Please use the waive remaining funds before requesting reimbursement on this program. Click here to access related program.

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. Recipients 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.



Alternate Navigation Options

8. Option 1: Payment requests can also be located by clicking on **Grants (top menu), selecting the appropriate program by clicking on the green eye icon.**



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

