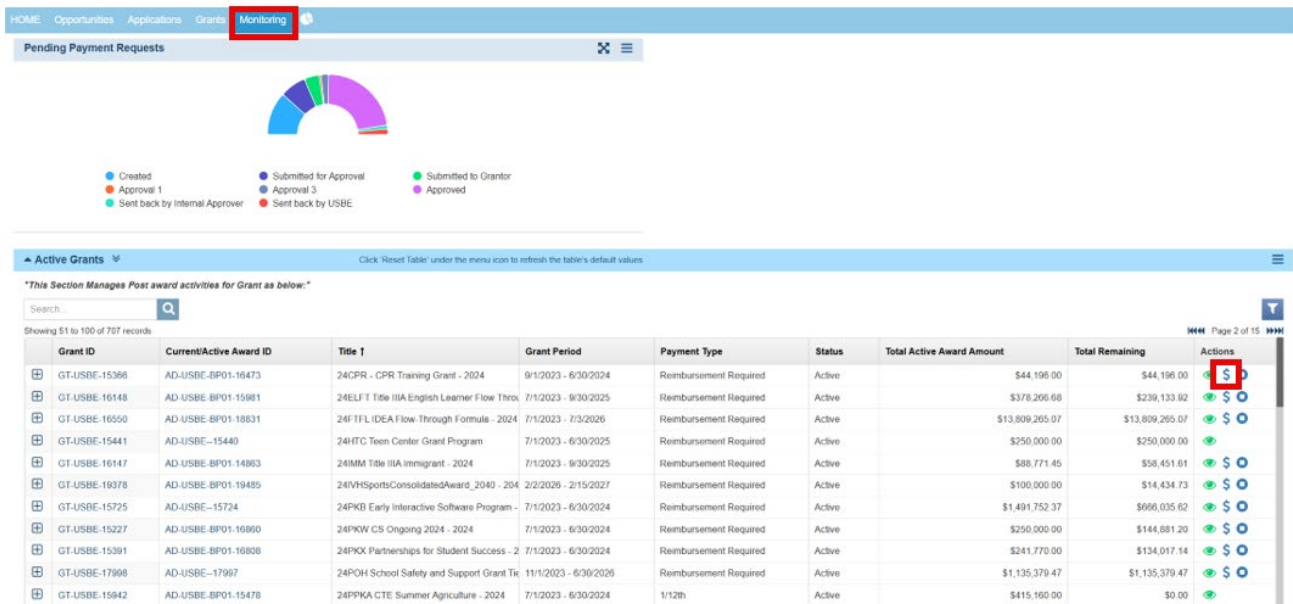


Reimbursement Requests in Utah Grants

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 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

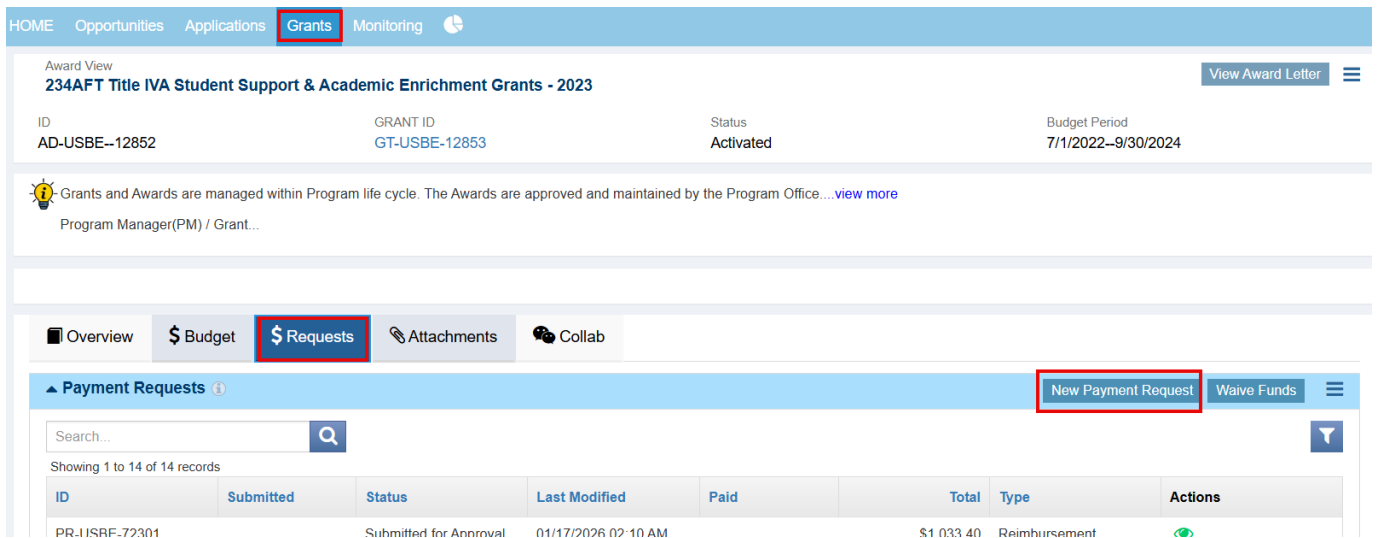
Created Submitted for Approval Submitted to Grantor
Approval 1 Approval 3 Sent back by Internal Approver Sent back by USBE Approved

Active Grants

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

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-BP01-18631	24FTFL 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	24MM 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_2040 - 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-15227	AD-USBE-BP01-16660	24PKW CS Ongoing 2024 - 2024	7/1/2023 - 6/30/2024	Reimbursement Required	Active	\$250,000.00	\$144,681.20	\$
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 Tit	11/1/2023 - 6/30/2026	Reimbursement Required	Active	\$1,135,379.47	\$1,135,379.47	\$
GT-USBE-15942	AD-USBE-BP01-15476	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

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

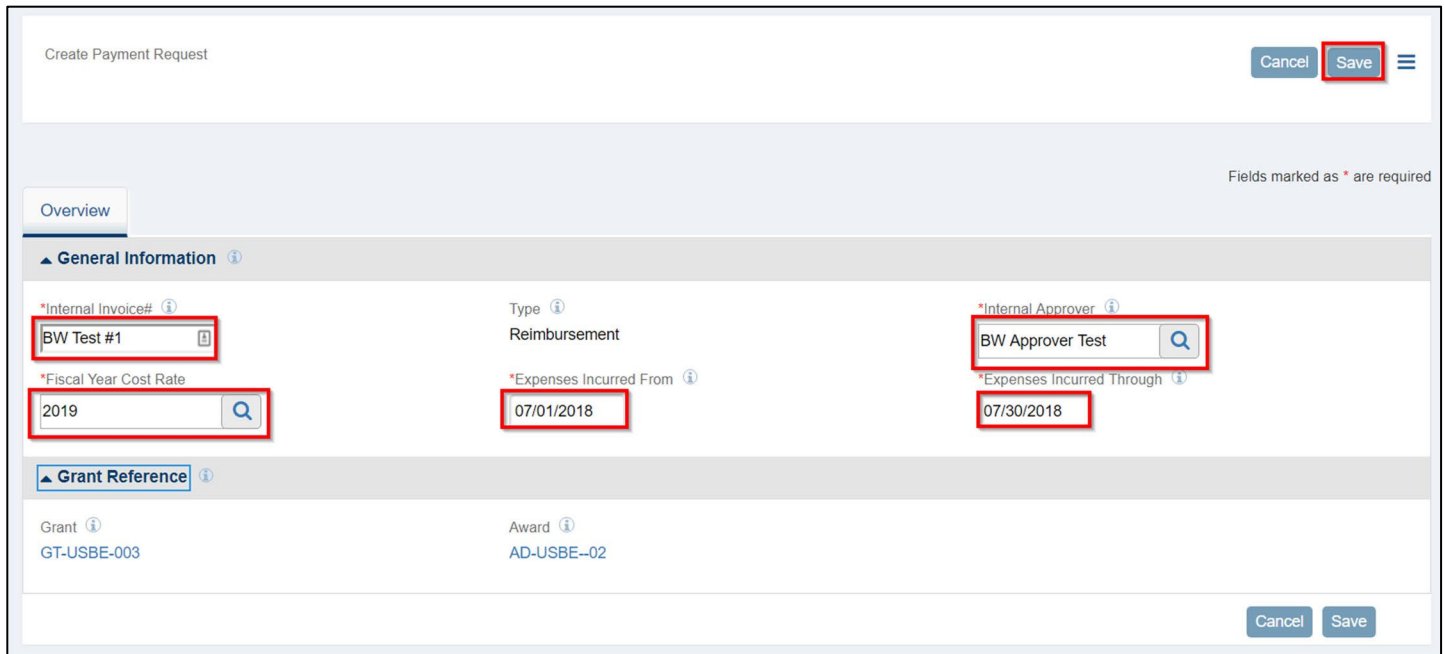
3. Select yes to start the payment request.



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

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



The "Create Payment Request" form interface. At the top right, there are "Cancel" and "Save" buttons, with "Save" highlighted by a red box. Below the header, there is a "Fields marked as * are required" note. The form is divided into sections: "Overview" (selected), "General Information", and "Grant Reference".

General Information

*Internal Invoice# BW Test #1	Type Reimbursement	*Internal Approver BW Approver Test
*Fiscal Year Cost Rate 2019	*Expenses Incurred From 07/01/2018	*Expenses Incurred Through 07/30/2018

Grant Reference

Grant GT-USBE-003	Award AD-USBE-02
----------------------	---------------------

At the bottom right, there are "Cancel" and "Save" buttons.

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

Payment Request-TEST1

Submit Request Edit

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

Created Submitted for Approval Submitted to Grantor Approved Paid

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 Print Budget

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	<input type="text" value="5000"/>	
Employee Benefits (200)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	<input type="text" value="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	<input type="text" value="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	\$0.00	
Travel (580)	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	
Supplies and Materials (600)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	
Property Including Equipment (700)	\$0.00	\$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	\$0.00	
Indirect Cost	\$0.09	\$0.00	\$0.00	\$0.00	\$0.09	\$0.02	\$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.

Payment Request-BW Test #1

ID: PR-USBE-00 | Project Period: 7/1/2018-6/30/2019 | Status: Created | Invoice Period: 7/1/2018-7/30/2018

Overview | **Financials** | **Attachments** | History

Add Attachments

Upload file from Computer

*Type: Invoice

*File: Choose File | No file chosen

*Description:

Cancel | Save

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

Payment Request-BW Test #1

ID: PR-USBE-00 | Project Period: 7/1/2018-6/30/2019 | Status: Created | Invoice Period: 7/1/2018-7/30/2018

Submit Request | **Edit**

Created | Submitted for Approval | Submitted to Grantor | Approved | Paid

Overview | Financials | Attachments | History

General Information

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	Expenses Incurred Through 7/30/2018

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

Payment Request-1

ID: PR-USBE-23 | Program Name: KPF_2017 | Project Period: 1/1/2019-12/31/2021 | Status: Created | Invoice Period: 1/1/2019-1/31/2019

Submit Request | Edit

Created | Submitted for Approval | Submitted to Grantor | Approved | Paid

Overview | Financials | Attachments | History

General Information

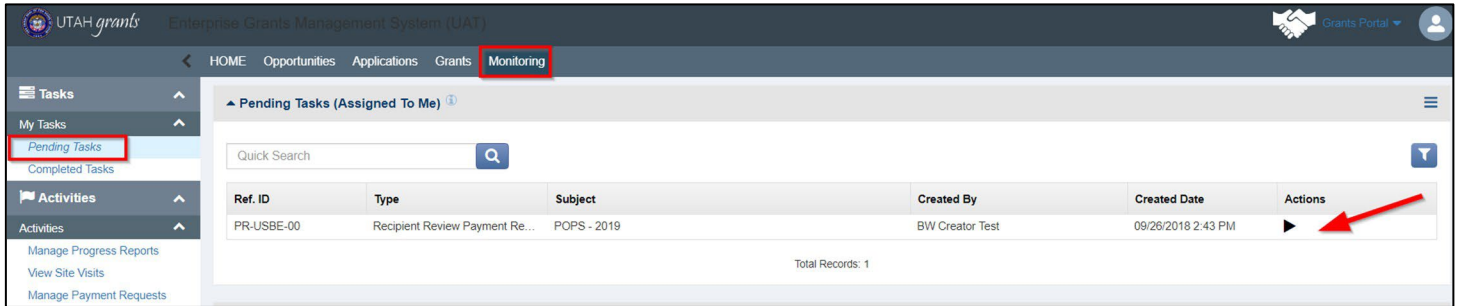
Internal Invoice# 1	Type Reimbursement	Grantee Organization Carbon Co School District (SESC)
Internal Approver Scott Crane	Expense Fiscal Year 2019	Submission Date
Grantee Point Of Contact Crane	Expenses Incurred From 1/1/2019	Expenses Incurred Through 1/31/2019

Grant Reference

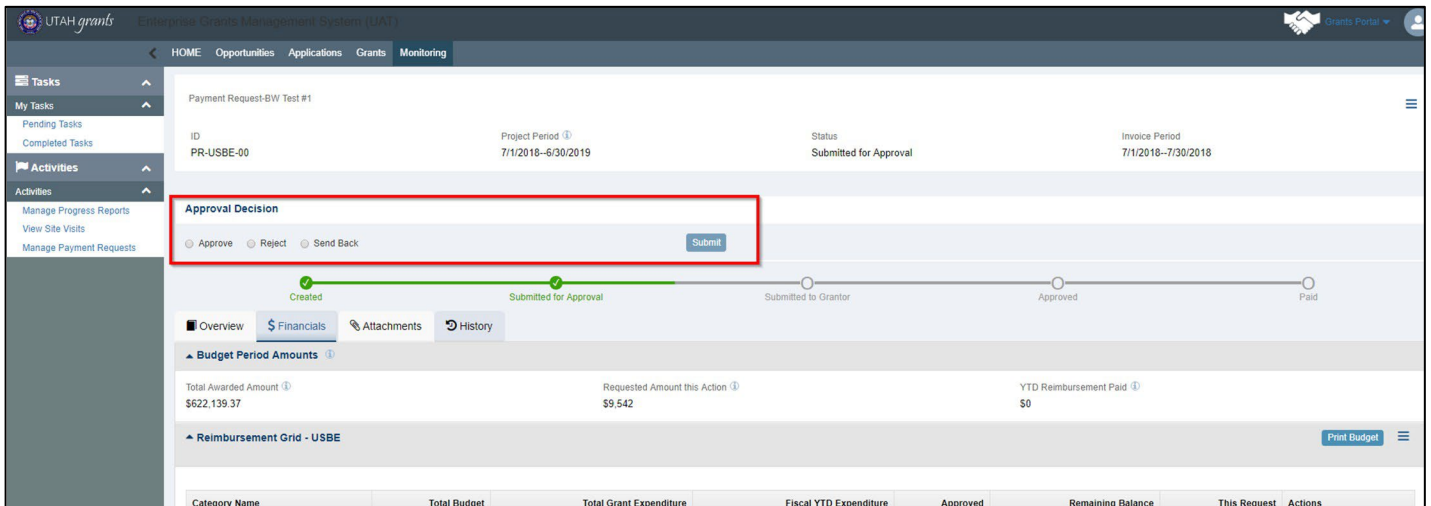
Grant GT-USBE-033	Award AD-USBE-32	Budget Period 1/1/2019-12/31/2021
Award Title KPF_2017 - 2017		

Internal Approver

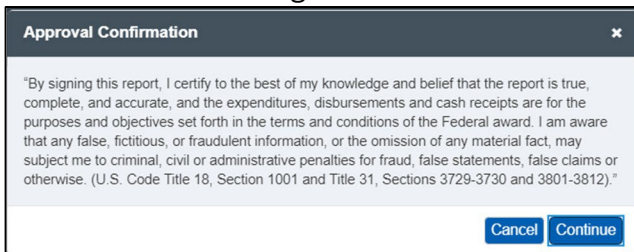
1. Internal Approver will receive an email with a link to the reimbursement request. The Internal Approver can also locate the reimbursement request pending their approval by clicking on Monitoring, Pending Tasks and selecting the task.



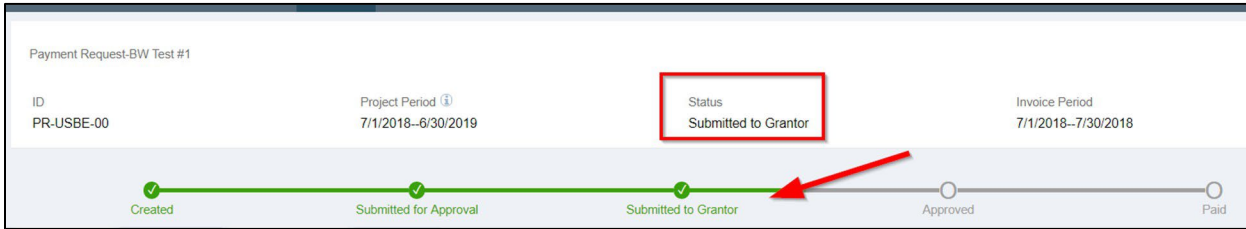
2. Internal Approver reviews information on all tabs and selects the necessary action. A comments box appears and is required. Click **Submit**
 - a. Approve Sends application to USBE for approval and payment
 - b. Reject Cancels the reimbursement request. A new payment request will need to be created.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



3. Read and acknowledge certification statement.



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: PRAV_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

Navigation: Overview | Budget | **Requests** | Attachments | History

Warning: An existing payment request is already in progress

Payment Requests

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.

Process Flow: Created (✓) → Submitted for Approval (○) → Submitted to Grantor (○) → Approved (○) → Paid (○)

Navigation: 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%

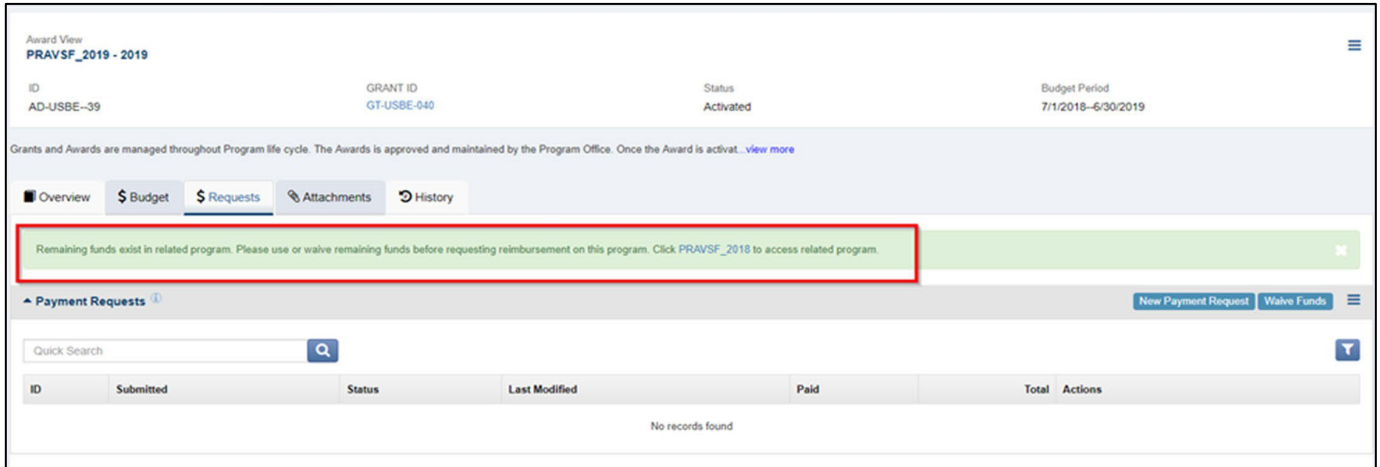
Reimbursement Grid - USBE

Warning: 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	

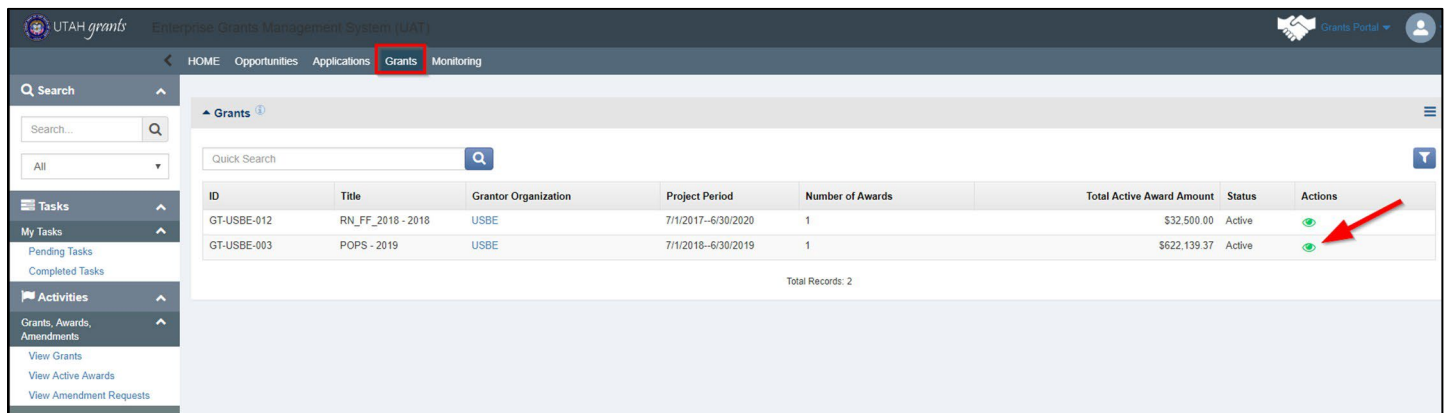
7. Remaining funds exist in a related program. Please use the waive remaining funds before requesting reimbursement on this program. Click here to access related program.

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.

