Submitting a Reimbursement Request

- Grant recipients must complete monthly reimbursement requests in the AWIB's grants management system. **Reimbursement requests are due by the 15th of each month, except for the June request, which is due on the 10th.** Data entry into the AWIB's participant data collection system and project activities reflected in the progress report will be used to support the approval of reimbursement requests. It is critical to the program's success that grant funds are fully expended by the end of the award period. To ensure that budgets are on target, grant recipients are periodically required to demonstrate how their budget will be fully expended by the end of the performance period. Grant recipients that are not meeting their planned expenditures may have their grant awards reduced.

- Grant reimbursements are completed in EGrAMS using the following STEPS:

    o Log into EGrAMS

    o Select Grantee / Reports / Progress/Reimbursement Reports

    o Under grant programs, select the program you want to complete the report for, then click "Find" on the bottom right

    o Click on Cost Reimbursement Request

    o On the expenditures tab, enter the total amount you are requesting for each budget category

        ▪ Remember, you can only request amounts for the categories in the initial budget.

        ▪ If you have contribution amounts, you may enter those as well in the Subrecipient Contribution column

    o Click on the Sources of Funds Tab

    o Enter the total amount of your reimbursement request

    o Please include the backup documentation to show the expenses you request for reimbursement. If you are unsure of what to include, please get in touch with the Program Staffnce completed, click "save", then validate to ensure there are no errors.

    o After validating, click "Close"

    o Click the checkbox next to the Cost Reimbursement Request that appears under the "Submit" section column.

    o Click OK to submit