

Grant Reimbursement Instructions

Getting Started

- Included in your contract is a budget. The budget tab should correspond to the allowable contract budget. (see Image 1A)
- Remember to review your contract and the accompanying invoice detail sheet, to be clear on what services, areas or items for which you are approved to spend, as well as the amounts you are approved to spend in each category. **Any expenditure made outside of the parameters stipulated in your contract will not be reimbursed.**
- Review your contract to be clear on its terms (spending time period, time period required to file for reimbursement, special requirements, allowed line item variance, etc). Your invoices and supporting documentation should fall within the contract time period.
- If you spend all the grant money at once, you may file once to receive reimbursement. You may also choose to spend incrementally and file for reimbursement in stages. We recommend no more than monthly.
- Reimbursements may be requested up to 60 days after the contract end date.

File for Reimbursement

- Complete **Backup Detail** provided by ECD. See steps below to help with the process.
 1. Review the “Invoice” sheet of the workbook to verify the amounts in the gray cells match your contract budget. (see *Image 1B*)
 2. On the “Backup Detail” sheet, confirm the contract, remit to and contact information in the brown highlighted cells. Refer to your contract for Edison Contract Number (“Edison ID” on contract) and the Edison Vendor ID. These items should have been pre-populated for you, with the exception of the Federal Employer Identification Number (FEIN) which, if it is not populated, you will need to. (see *image 2*)
 3. Please confirm this amount is correct and fill in the invoice request number and date. (see *image 2*)
 4. Begin entering you invoice(s) detail under the appropriate category(ies) in the blue highlighted cells. To verify the correct category, please refer to the budget page of your contract. Label your supporting invoices with the corresponding line numbers for the expense. (i.e., on the receipt for payment of the item entered in line A1 of the “Backup Detail” page, write “A1”). (see *image 3*)
 5. As you enter your invoices under the correct category, the total will appear in the top right beside “Amount of this request”. (see *image 3*)
 6. Once you complete step 4, return to the “Invoice” sheet and verify the “Amount Requested for Current Invoice Period” matches the total of your invoices. Next, fill in “Amount Previously Invoiced” for the items you have invoiced for but have not yet received payment (see *image 4*). *NOTE: If you are asked to resubmit an invoice with a different amount, please update the “Amount Previously Invoiced” section before resubmitting.* Finally, make sure to note the amount in “Ending Grant Balance”; this is the amount you have left to spend and request for reimbursement, after this invoice has been submitted. (see *image 4*)
 7. Print the “entire workbook” and sign at the bottom of the “Invoice” sheet. (see *image 5*)
- Submit all supporting documentation via email (make sure to scan signature pages)/mail to the contact information below.
 - Signed & completed Invoice Detail
 - Invoices (in the order you listed and correspondingly labeled them on your Backup Detail)
 - Proof of payment(s) – attach receipts or copies of checks to associated invoice
 - A one-page recap of the project(s) required upon close out of the ThreeStar project. Attach a copy of any reports, plans, receipts of attendance; presentations, photographs, print materials, newspaper articles, and media associated with project.
 - Contact Information:
 - Email: ecd.invoices@tn.gov
 - Mail: ECD Fiscal Division, 312 Rosa L. Parks Avenue, 23rd Floor, Nashville, TN 37243

Receive Reimbursement

Once all documents are submitted, they will be processed internally through ECD’s Budget Office. Reimbursements will be made directly to the account you specified in your ACH Clearinghouse form at the time you applied for grant.

Image 1

A.

	A	B	C	D	E	F
4						
5		Total Project Amount	\$0.00			
6		Grant Amount	\$0.00			
7		Percent of Grant Funds Match Requirement (%)	#DIV/0!			
9			Initial	Revision 1	Revision 2	Revision 3
10			Total			
11		Budget Line-Item	Grant			
12			Budget			
13	A	Salaries, Benefits & Taxes				
14	B	Professional Fee, Grant & Award				
15	C	Supplies, Telephone, Postage & Shipping,				
16	D	Travel, Conferences & Meetings				
17	E	Insurance				
18	F	Other Non-Personnel				
19	G	Capital Purchase				
20	H	Indirect Cost				
21	I	In-Kind Expense				
22						
23		Total	\$0.00	\$0.00	\$0.00	\$0.00

B.

	A	B	C	D	E	F	G	H
19								
20								
21								
22								
23			Total Project	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	
24		Budget Line-Item						
25								
26	A	Salaries, Benefits & Taxes	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
27	B	Professional Fee, Grant & Award	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
28	C	Supplies, Telephone, Postage & Shipping,	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
29	D	Travel, Conferences & Meetings	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
30	E	Insurance	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
31	F	Other Non-Personnel	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
32	G	Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
33	H	Indirect Cost	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
34	I	In-Kind Expense	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
35								
36								
37								
38								
39								
40								
41								
42								

Image 2

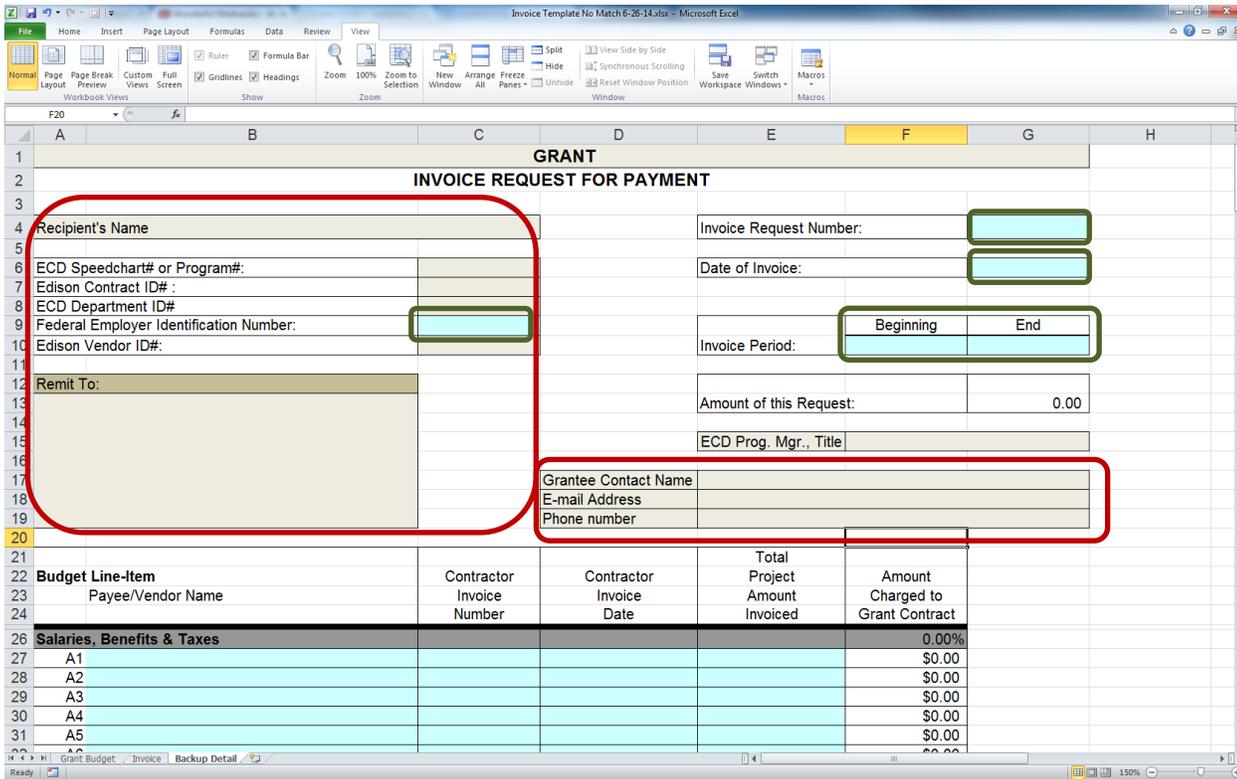


Image 3

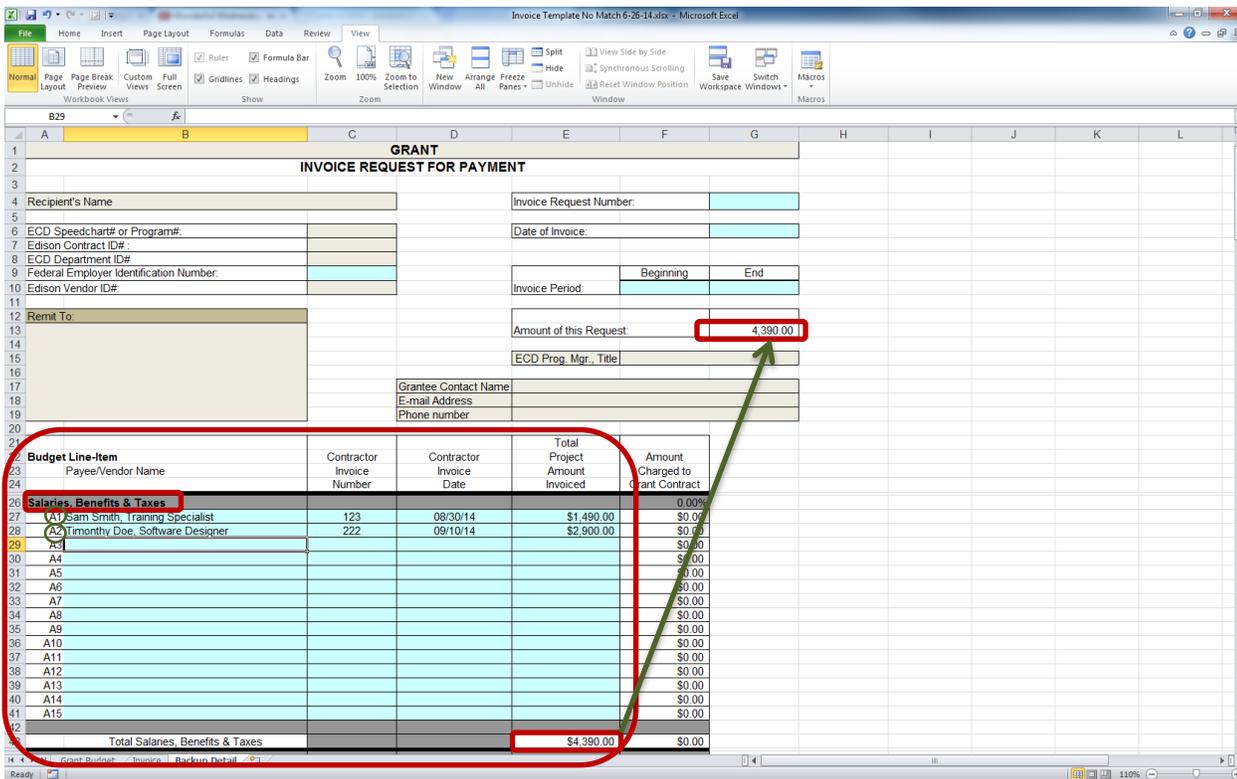


Image 4

Budget Line-Item	Total Project	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
26 Salaries, Benefits & Taxes	\$36,500.00	\$36,500.00	100.00%	\$0.00	\$36,500.00	\$4,390.00	\$4,390.00	\$32,110.00	12.03%
27 Professional Fee, Grant & Award	\$20,000.00	\$20,000.00	100.00%	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
28 Supplies, Telephone, Postage & Shipping	\$6,000.00	\$6,000.00	100.00%	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
29 Travel, Conferences & Meetings	\$12,000.00	\$12,000.00	100.00%	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
30 Insurance	\$1,500.00	\$1,500.00	100.00%	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
31 Other Non-Personnel	\$2,000.00	\$2,000.00	100.00%	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
32 Capital Purchase	\$12,000.00	\$12,000.00	100.00%	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
33 Indirect Cost	\$10,000.00	\$10,000.00	100.00%	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
34 In-Kind Expense	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total	\$100,000.00	\$100,000.00	100.00%	\$0.00	\$100,000.00	\$4,390.00	\$4,390.00	\$95,610.00	12.03%

Image 5

Print

Copies: 1

Printer

ECD_26_SW_B&W on c0ppzz00
Ready

Settings

- Print Entire Workbook (Selected)
- Print Active Sheets
- Print Selection
- Ignore Print Area

Acceptable Documentation

1. Invoices
2. Billing Statements only if it shows actual date(s) of service and is accompanied by a check showing payment
3. Quotes are acceptable if they are accompanied by a check showing payment
4. Events are acceptable if it states agreement or contract
5. Itemized receipts which detail what is being purchased. The receipt should include the vendor name and transaction date
6. Itemized hotel bill showing dates and room rates. Maximum lodging rates for each city are paid unless proof of special rates for convention hotel is provided. All travel is reimbursed using the state travel regulations. Please see <http://www.tn.gov/finance/act/documents/policy8.pdf> for a copy of the policy.

Unacceptable Documentation

1. Online billing histories unless it has the name, itemized list of products, and shows date shipped or has a check to show it was paid.
2. Check stubs unless the actual invoice is with it. Otherwise, we need a copy of the actual check.
3. Credit card receipts. All receipts
4. Online reservation or confirmation for hotel stay.
5. Invoices with copy of check blocking the info are not acceptable. Put check on separate sheet.
6. Purchase orders are not acceptable unless an invoice or check is with it to show it has been received.