Northern Border Regional Commission

Reimbursement Requests in the Grant Management System (GMS)

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Reimbursement Requests

For project from **2024 and on:**
GMS requests

Have these documents available

✓ **Most current project budget**

✓ Expense Tracker (for 2024 grantees and forward)

Starting Your Request

1) Navigate to your Active Award

    a) Click the Grants page, make sure the page is showing "Grants – All"

    b) Click the blue "AD-" link under the Active Award column

    c) Click the Actuals tab, scroll down to the Payment Requests section, and click the Reimbursement Request button.

Award
10/17 SP

EGMS ID	Status	Grant ID	Budget Period
AD-CAT13-01	Activated	GT-CAT13-00001	12/5/2024 - 5/5/2026

✓ Created — ✓ Sent for Acceptance — ✓ Accepted — ✓ Submitted for Approval — ✓ Approved — ✓ Activated — ○ Amended — ○ Closed

📘 Overview   💲 Budget   💲 **Actuals**   📄 Management   📁 Terms   🗐 Performance   📄 Files ＋

▼ **Payment Summary**

▲ **Payment Requests**

Reimbursement Request

Northern Border Regional Commission

Reimbursement Requests

2. In the "Create Reimbursement Request" window, fill out the required fields. Click Save and Continue.

Create Reimbursement Request

* Required to Save   ⚠ Required to Submit

Save and Con...

General Information

*Title	*Payment Period Start Date ⓘ	*Payment Period End Date ⓘ
GT-CAT13-00001 January 2025	01/01/2025	01/31/2025

Is Final Payment Request?
☐

Type ⓘ
Reimbursement

Award Id
AD-CAT13-01

> Be sure to include your grant ID in the Title of the request.

Save and Continue

3. The page will refresh and you will be on the newly-created draft request record. If you exit and need to return to the record, navigate back to the Active Award > Actuals tab as above and your request records will appear.

▲ Payment Requests

Reimbursement Request

Search... 🔍

> Note the Status of each request—you will be able to view previously submitted requests as well.

Showing 1 to 1 of 1 records

EGMS ID ↑	Award ID	Type	Payment Request Amount	Payment Period	Paid Date	Payment Reference	Status	Actions
PR-CAT13-00	AD-CAT13-01	Reimbursement	$0.00	1/1/2025--1/31/2025			Created	👁 ✏ 🗑

GMS Navigation tip:

✓ From the **Monitoring** page, you can also click **Reimbursements** on the lefthand bar to view a list of all your reimbursement requests.

✓ SF270 can be filled out, signed, and saved in GMS

✓ Backup documents can be uploaded to **Forms and Files tab**

Requesting LDD Assistance

You can request assistance from your LDD at any time prior to submitting your request. You can request assistance on any record where you see the "LDD Support" tab.

1. **Create the request**
   - Navigate to the LDD Support tab and click New
   - Enter the name of your LDD contact, a description and due date
   - Click Save

2. Send the request
When the page refreshes, be sure to click the arrow icon (⤴). The Status will change from "Created" to "Sent for Review"

3. Complete the Review
You and the LDD can work on the record simultaneously, but you will need to click the Complete Review in order to finalize the request. Note that the LDD will be unable to make edits to the request once the review has been completed.

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Thank you for all you do!