# Reimbursement Payment Request - Summary

**AmpliFund**

1. **Expense Entry (1 Expense per Source Document)**
   a. Grants Management (left navigation) > Grants > [Select Grant] > Post-Award (tab at top) > Financial > Expenses > **+ Plus Icon** (under 'Actions')
      i. General tab
         1. Select: Category, and Line item
         2. Enter Direct Cost (Direct Cost = Grant Funds + Match Amount)
         3. Select Expense Date
         4. Switch Expense Status to "Reviewed"
         5. Enter a Description of the expense
      ii. Financials tab
         1. Select 'Dollar' button, enter match amounts.
      iii. Attachment tab
         1. **Attach Source Documentation:** All expenses need Source Documentation. Source Documentation includes receipts, invoices, timesheets, bank statements, cleared checks, etc.
         2. **Attach Proof of Payment:** All expenses need Proof of Payment. Proof of Payment means a canceled check, bank statement, confirmation of debit or credit card payment, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment of an invoice has been made. This is needed at this time unless your program has more information in the Custom tab (not applicable to all programs).
      iv. Custom tab (not applicable to all programs)
         1. Complete all fields (If not applicable, tab will not appear).
   b. Click **Create**. Repeat as necessary; 1 Expense per Source Document.

2. **Generating a Payment Request (Must Complete Step 1 First)**
   a. Grants Management (left navigation) > Grants > [Select Grant]
   b. Post-Award (tab at top) > Cash Flow > Payment Request > **+ Plus Icon** (top right)
      1. Enter: Payment Request Name, Date Created
      2. Expenses From/To: [Select the corresponding reporting date range]
         a. *Only Reviewed Expenses within the date range pull into the Payment Request.*
         b. *Click each Budget Category Name to view expenses pulled in.*
         c. *Verify the 'Requested Amount' equals the 'Grant Funded' sum of Net Costs.*
         d. *If expense edits need to be made, 'cancel'/'delete' this Payment Request, edit the expense(s), then create a new Payment Request.*
      3. Payment Type: Reimbursement
      4. Add optional comments or upload files (uploads-not applicable to all programs).
      5. Click **Submit** to send completed Payment Request to Program Rep.

**Edit Expense**

*Selected In Example Below (i)* | *Match entered here (ii)* | *Attach Source Docs and Proof of Payment (iii)* | *Not Applicable to all Programs (iv)*

| General | Financials | Attachments | Custom |

Grant — Demo Award

Category — Equipment

Line Item — Bulldozer — **1**

Clear all filters

Item Type — Non-Personnel Line Item

Direct Cost * — $1,200.00 — **2** (Grant Funds + Match Amount)

☐ Exclude From Match

Responsible Individual — John Doe

Created By — nded.research+1@gmail.com

Expense Date * — 12/12/2022 — **3**

Expense Status — Reviewed — **4**

Payment Status — New

Payee — Other — Select Payee... — Create New

Payment Request Name

Description — Invoice 12345 — **5**

**Payment Request Information**

Payment Request Name * — Payment Request 1 — **1**

Date Created * — 12/15/2022

Related Reporting Period(s) — Select reporting periods...

Expenses From — 12/1/2022 — To — 12/15/2022 — **2**

Payment Type — Reimbursement — **3**

Payment Request Status — Not Submitted