

ODOT Public Transit Division Grant Reimbursement Request Help

Overview

The use of the ODOT Public Transit Division (PTD) grant reimbursement request form is an interim step until the new grant management system (OPTIS) is available for provider use. The form is in a Microsoft Excel workbook that is intended to contain all the grants you have through PTD.

After reading these instructions, please begin using the form with your next reimbursement request. Attach supporting documentation (e.g. quarterly reports, receipts, etc.) with your submittals. Without supporting documentation your reimbursement may be rejected or delayed, depending on your PTD grant manager.

Introduction

Instructions on each item in the form are explained with illustrations and examples. Updates to this online PDF help file may occur periodically according to user feedback.

- Section 1 covers the top portion of the reimbursement request.
- Section 2 explains the calculation part of the form.
- Section 3 instructs how to submit a reimbursement request and supporting documentation
- Contact / Feedback information
- Appendix A gives troubleshooting help and advanced topics that may be important to you.

Financial Accounting versus Invoice Records

The Grant Reimbursement Request Excel forms will not replace your accounting software, just as a billing invoice does not replace your current financial tools. However, if you create a “New Form” (action button) for each request, then in essence you would have a history of payment, yet not a running balance on the grant.

(See Illustration 1.3 on the next page for more information about creating New Forms.)

Section 1: Grant Information

Agency Information

Your agency's name, mailing address, and contact information will be used to send you your reimbursement payment. If this information is incorrect, please notify us immediately.

	A	B	C	D
1		Acme Transit Service, Inc.		
2		221b Baker Street		
3		Timbuctoo, CA 97200		
4		John Smith, 503-867-5309, john.schmidt@acmeinc.com		
5				

Illustration 1.1

Action Buttons

The action buttons allow you to perform several tasks within the Excel workbook.

Warning: Action buttons will only function if you have selected "Enable Macros" when you opened the form. If macros were not enabled, you will receive an error message while trying to access the New Form, Email Form, or Help.



Illustration 1.2

A. New Form: Creates a blank copy of the active worksheet for each new reimbursement request.

Each tab (representing an Excel worksheet) is labeled with your ODOT PTD grant agreement number. In Illustration 1.3 below, an example grant agreement number **12345** is used.

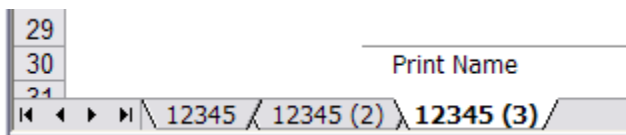


Illustration 1.3

Warning: Do not change the tab labels; PTD uses it for tracking purposes.

Each time you click the New Form button, a blank request form will be created for that grant (e.g. 12345). A new tab will appear to the right of the previously active worksheet. Each time the New Form button is used to create a blank form, Excel will incrementally add one number within parenthesis to the previous tab. You will start with a grant number, for example 12345. Click on the New Form button, and the new tab is now named **12345 (2)** and so forth. (You may delete tabs if needed, but the version number in parenthesis may not be consecutive.)

B. Email Form: Creates a snapshot of the currently active request form, attempts to open your default email client (e.g. Microsoft Outlook), and attaches an Excel file containing only that request form. (See Illustration 1.4 below)

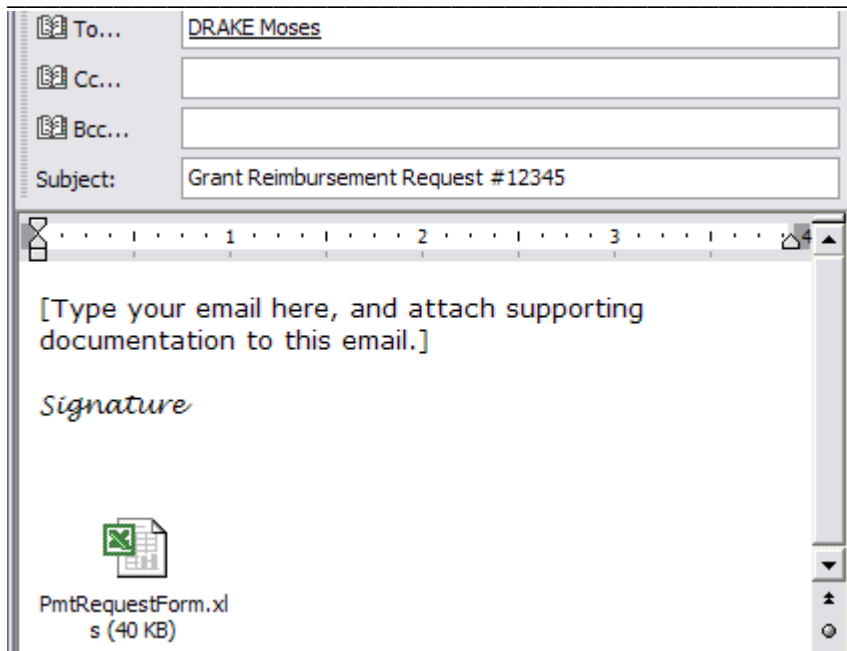
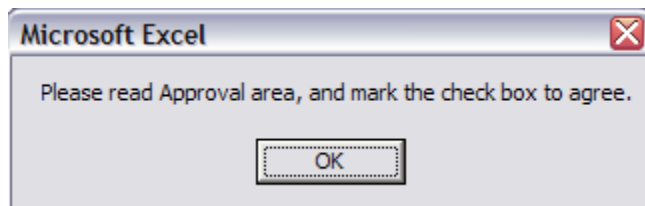


Illustration 1.4

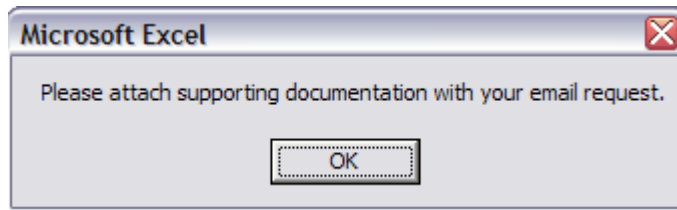
- *Email Form Approval Message*

Before selecting the Email Form, make sure you have accepted the terms in the Approval area by selecting the checkbox. If the checkbox is not marked, you will receive an error message. (See Approval section in this help file)



- *Email Form Attachments*

In addition, the form will always remind you to attach supporting documentation to your email.



NOTE: If you receive a "run-time error 1004" message, please see Troubleshooting in Appendix A.

C. Help: Hopefully, the Help action button (Illustration 1.2) has brought you to this PDF help file. It is best if the help file remains online so that you may view any updates to the Help file in the future.

Grant Information Overview

The area inside this box contains an overview of each specific grant agreement, pre-filled by PTD.

Office Use Only

Agreement No.	12345
Agreement Type	Operating
Total Project Cost	\$ 100,000
Match Amount	\$ 50,000
Grant Amount	\$ 50,000
Grant Manager	Peerenboom, Sharon

Illustration 1.7

Agency Invoice Number

The agency invoice number field is for you, the agency, to enter your internal invoice number for that specific request. (The invoice number is not required but highly recommended.)

Agency Invoice No. _____

Illustration 1.8

The invoice number will appear in the memo line on your reimbursement check, and this helps your agency to track what the check was for.

Section 2: Calculating Your Reimbursement

The table in the center of the form is partially pre-filled with information on your grant, starting with column “Expense Date” and ending with column “Match Variance.” Enter information only on the rows containing pre-filled project information (Project Item Description, Match Percentage, and Total Project Budget).

Expense Date	Pmt Period	Project Item Description	Match Percent	Total Project Budget	Expense Total	Match Amount	Payment Amount	Match Variance
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Illustration 2.1

Expense Date

Expense Date	Pmt Period
09/30/2009	FY10-Q1

End of Quarter Date

Illustration 2.2

Expense Date	Pmt Period
10/15/2009	FY10-Q2

Actual Date

The expense date is either the day the expense occurred, or the last day of the quarter the expense occurred. If you have several expenses that span quarters, please use the most recent date that your expense occurred or the last day of the quarter for the most recent date the expense occurred.

The Payment (Pmt) Period column will automatically display the fiscal year (i.e. FY10) and annual quarter (i.e. Q1 through Q4) for the date you enter.

Project Information

Three pre-filled columns identify the specific project items where expenses will be applied. It will also be used to calculate your payment amount from your expenses. (See Illustration 2.3 below.)

Moreover, there may be multiple rows for different project items according to the project scope section in your grant agreement.

Project Item Description	Match Percent	Total Project Budget
30.09.01-50% Federal Share	50.00%	\$ 100,000

Illustration 2.3

- Project Item Description:** The first 6 numbers (e.g. 30.09.01) in the item description is a financial identification number used to track the project item(s). A hyphen separates the numbers from the text describing the type of project item. Exhibit A of your grant agreement will have similar text descriptions at the top of the Statement of Work (the chart) and same project budget amounts for each line.

Please note that the item description may combine multiple items. Please read the Statement of Work (the narrative) to identify the budget for each separate item. Also,

please note that for some projects, in particular the Special Transportation Discretionary funds, are defined as “30-Operating”, even if the item is a capital or other type of project.

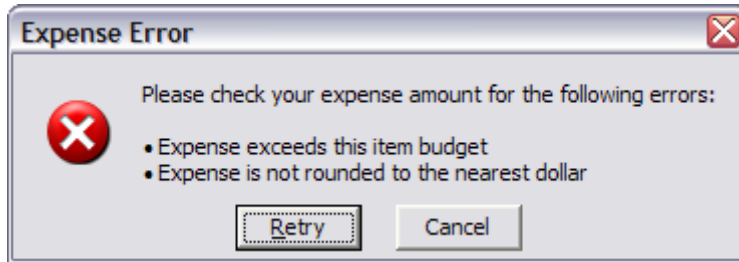
- **Match Percent:** The maximum allowable reimbursement of allowable costs according to the grant agreement.
- **Total Project Budget:** The maximum amount of expenses that can be applied to this line item.

Entering Expense

Expense Total	Match Amount	Payment Amount	Match Variance
\$ 2,300	\$ 1	\$ 1,150	\$ (1,149)

Illustration 2.4

- **Expense Total:** Enter the eligible expense sum amount for the reimbursement period, applicable for the particular project item line. The expense total cannot exceed the Total Project Budget on that particular line. Also, make sure to round amounts to the nearest whole dollar or you will receive an error message (below).



- **Match Amount:** Enter the match amount for the period and specific project item. Round figures to the nearest whole dollar.
- **Payment Amount:** The form will automatically calculate your eligible reimbursement based on the information that you have provided.
- **Match Variance:** This column shows a running total on each line. In the previous table (Illustration 2.4), you will see \$1 was entered in the Match Amount column. The Match Variance for that item displays an additional \$1,149 required so far. If there was more than one project line, the variance could be met on the next line, thus a zero variance. If a PTD grant manager requires you to show your match source, make sure to fill out the match source and amounts in the next section.
- **Total:** Displays totals for project budgets, expenses, match, payment, and match variance. At no time should you submit a form with a zero (\$ 0) total payment amount.

Match Source & Distributed

Match Source:	Local	State	Federal	In-Kind	Other	Match Remaining
Match Distribution:						\$

Illustration 2.6

- Match Source:** Describes from where your match amount was funded. Distribute your match amount according to the match source category. If your source falls into “Other”, enter your match amount, and then describe in detail in the “Comments” area (directly below match source table).
 Note: If your match source is “Other” and you do not specify (namely in the comments area), your reimbursement payment may be delayed or held until further information is supplied.
- Match Remaining:** The column heading labeled “Match Remaining” will provide the user with dynamic feedback. As the Match Amount total is distributed by the user into the different Match Source categories, the column title will change from “Match Remaining” to “Match Met” to “Match Error”.
Match Remaining: Simply shows the amount yet to be distributed amongst the Match Source categories.
Match Met: See Match Distribution.
Match Error: As the amounts are being distributed into the Match Source categories, the text heading “Match Remaining” may change to “Match Error”. The error means that the total Match Distributed *exceeds* the total Match Amount the user has stated above (Illustration 2.4).
- Match Distribution:** Distribute your total Match Amount into the applicable match source categories. When the “Match Remaining” displays “Match Met”, then your Match Amount total has been fully distributed over the match source categories (Local, State, Federal, etc.), which means this area on the form has been completed.

Comments

The large box labeled Comments located on the lower half of the form is the area designated for you to add additional information about this reimbursement request.

For example, if you are required to specify match source in the “Other” category, add that information in the comments area.

Approval

The approval is for digitally sending the reimbursement request form to Public Transit Division via Email without a hand signature. If the form is sent by mail, the checkbox is not needed, and a hand signature will be required.

The approval line has a checkbox that validates your acceptance of the following statement on the form:

By checking this box or signing below, I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative.

Signature Line

The authorized representative's name must be printed and dated.

If the form will be sent by *email*, a signature is not required. Only the approval checkbox needs to be marked.

If the request will be sent by *postal mail* or *fax*, the authorized representative must actually sign the form.

Section 3: Form Submittal

If you are able, please scan all supporting documentation and attach to the email opened by the Email Form action button in the reimbursement form.

Warning: If any supporting documentation needs to be mailed or faxed, please *do not* submit the reimbursement request by email.

Print the form within Excel; then make sure the authorized representative **signs** and dates the document. Add the printed reimbursement request to your supporting documentation and mail to the address on the form: ODOT-Public Transit Division, 555 13th St NE Ste 3, Salem, OR 97301-4179.

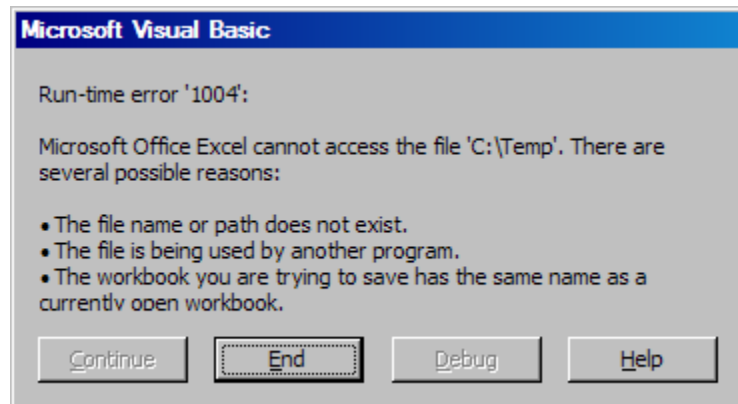
The reimbursement request and supporting documentation may also be faxed to the number on the form at (503) 986-4189.

CONTACT / FEEDBACK

If you have any comments or suggestions after you have read these instructions, please email Moses Drake at moses.drake@odot.state.or.us or telephone at (503) 986-3394. Thank you.

APPENDIX A

Troubleshooting: Run-time error '1004'



If you receive an error message for a 'run-time error 1004', then you most likely do not have rights to the main hard drive (C drive) on the computer you are using.

Solution 1: Contact System Administrator

Please contact your agency's system administrator to see if they will grant you the proper privileges to 'C:\Temp'.

If this issue cannot be remedied by your system administrator, please read *Solution 2*.

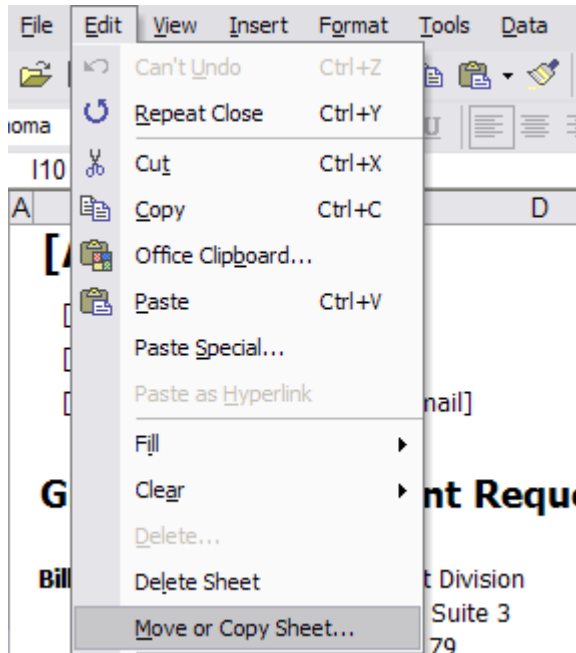
Solution 2: Manually Email Single Reimbursement Request

The instructions on the next page will give steps how to copy the specific reimbursement request worksheet into the blank Excel document.

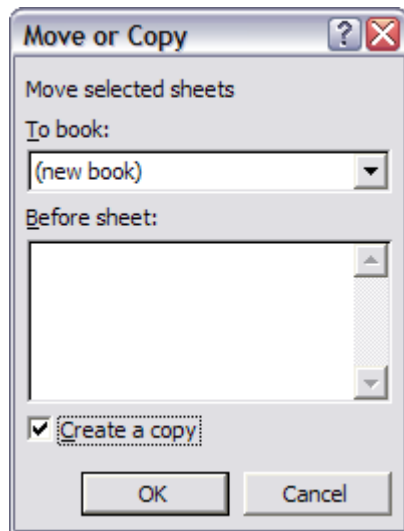
Please follow the detailed instructions on the next page.

Copy your current request from your grant reimbursement request workbook to a new blank workbook:

1. Click the tab for the worksheet you want to move or copy.
2. Open the Edit menu and choose Move or Copy Sheet. The Move or Copy dialog box appears



3. From the "To book" drop-down menu, select "(new book)."
4. Click the checkbox to "Create a copy." and hit OK.



5. Save the newly created Excel file to your computer.
6. Open your email client (e.g. Outlook), and attach the new Excel file to your email.

7. Email all reimbursement requests with the following information:
To: **Moses Drake <moses.drake@odot.state.or.us>**
Subject: **Grant Reimbursement Request #GRANTNO**
(Replace "**GRANTNO**" with your grant file number)
8. Attach all supporting documentation with your email, for example, quarterly reports and/or receipts.

Supporting Documentation Reference

Several documentation forms that may be required to complete a grant reimbursement request can be found on the [ODOT Public Transit Division](#) website regarding Grant Reporting and Forms.

- [Quarterly Report](#)
- [Quarterly Report Budget Detail Worksheet](#)
- [Vehicle Preventative Maintenance Grants](#) | [Spreadsheet Form](#)