

# Claims for reimbursement / payments

- 1) Go to [https://odot.smartsimple.com/s\\_Login.jsp](https://odot.smartsimple.com/s_Login.jsp) and log in.
- 2) On the homepage, click on Active Grants tab to view grants that have been approved.

**Welcome to the Oregon Department of Transportation (ODOT)**

Frequently Asked Questions | My Profile | Organization Profile | 4 Open Calls | 0 Pending Activation

**Grant Activities**

27 Grant Activities | 7 Payments

**My Applications**

IN PROGRESS (20) | SUBMITTED (22) | **ACTIVE GRANTS (8)** | HISTORICAL GRANTS (1)

#	Call Name	Application Type	Organization	Applicant	Project Title	Awarded Amount	Status	Modified Date
1	DUUI OUTREACH & EDUCATION	Applications	Traffic Safety For All	Nicole Hotmail		\$0.00	Approved	06/04/2024 11:53AM
2	DUUI OUTREACH & EDUCATION	Applications	Traffic Safety For All	Nicole Hotmail			Approved	06/04/2024 09:53AM

- 3) Toward the bottom of the page, click the blue button “\$ Create Payment.”

### M1HVE-24-46-16-00 TEST\_2024\_00000176 - Traffic Safety For All

Status: Approved  
Organization: Traffic Safety For All  
Applicant: Nicole Hotmail  
Staff: Nicole Charlson  
Application ID: M1HVE-24-46-16-00 TEST\_2024\_00000176  
Call Name: Kelly's Seat Belt HVE Grant Program  
Print Application:

**PROJECT INFORMATION** CONTACT INFORMATION

Project

\* Project Name: Project Over \$250K Test Case

\* Project Description

Briefly describe your project.  
Project Over \$250K Test Case

Problem Statement

\* Problem Statement Impact




Describe the problem(s) you intend to impact with this grant.  
Project Over \$250K Test Case




JUMP TO


- Project
- Problem Statement
- Proposed Activities
- Objectives
- Evaluation Plan
- Grant Project Budget Summary
- Budget and Cost Sharing
- Attachments To Include
- Approval

NEXT >

- 4) If you plan to only submit one claim for reimbursement or it's your last claim, select Final Claim: Yes. You will not be able to submit any more claims after the Final Claim has been submitted.


 Home Menu Reviewer Portal  

Main M1HVE-24-46-16-00 TEST\_2024\_00000176 - Payment   

 Contacts

\* Activity Type: Payment

\* Status: Draft

\* Owner: Nicole Hotmail 

\* Staff: Nicole Charlson

**DETAILS**

\* Project Number  
M1HVE-24-46-16-00 TEST\_2024\_00000176

\* Agency  
Traffic Safety For All



\* Federal Tax ID Number  
123456

\* Claim Number  
30

\* Project Name  
Project Over \$250K Test Case

\* Grant Adjustment Number  
0

\* Final Claim  
 Yes  
 No

- 5) Payment method options are either “Check” or “ACH” and selecting the ACH option will add fields that provide banking information to electronically transfer money to your banking institution.

Contacts

DETAILS

\* Preferred Payment Method

Check  
--Select One--  
Check  
ACH

\* Address

123 NW Flanders St

\* City

Portland

\* State

OR

\* Zip

97209-4012

\* Contact/Phone

416200200

\* Total TSO Funding

\$26,000.00

- 6) Enter the total Payment Amount that matches the receipts for payments you have made. Make sure this Payment requested amount does not exceed the total amount in the budget approved for your grant. The Total TSO Funding approved amount is listed just below as a reference.

Contacts

DETAILS

\* Final Claim

Yes  
 No

\* Preferred Payment Method

Check

\* Payment Amount

\$803.00

\* Address

123 NW Flanders St

\* City

Portland

\* State

OR

\* Zip

97209-4012

Save Draft Schedule

7) Next, it will ask for the Billing Period start and end dates. These dates are the range of dates within activities were completed. For example, if work was completed within the month of May, you could enter 5/1/2024 to 5/31/2024. The Billing Period must stay within the grant year (for example, if you grant runs from 10/1/2023 to 9/30/2024, this period of time in May 2024 would fall within that grant period).

**DETAILS**

\* Total TSO Funding  
\$26,000.00

\* Billing Period From:  
mm/dd/yyyy

\* Billing Period To:  
mm/dd/yyyy

\* Detail Of TSO Costs  
[Add/Edit Claim Details](#)

Detail Of TSO Costs

	TSO Total	Cost Incurred This Period	Cost Billed Previously	Total Costs To Date
Personnel Costs Total	\$0	\$0	\$0	\$0
Personnel Benefits Total	\$0	\$26,000	\$0	\$26,000
Equipment Total	\$0	\$0	\$0	\$0
Materials Printing Total	\$0	\$0	\$0	\$0
Overhead Indirect Costs	\$0	\$0	\$0	\$0
Other Project Costs Total	\$0	\$0	\$0	\$0
Consult Contractual Services Total	\$260,000	\$3	\$0	\$3
Mini-grants Total	\$0	\$0	\$0	\$0
TOTAL TSO COSTS	\$260,000	\$26,003	\$0	\$26,003

\* Detail Of Funding Match  
[Add/Edit Claim Details](#)

\* Invoice Upload  
Drop files here or browse files  
[Save Draft](#) [Schedule](#)

8) Next, enter the Detail of TSO Costs by category of costs (personnel, equipment, printing costs, etc.) by clicking the blue button, then the + symbol under each category. Enter the dollar amounts in the Costs Incurred this Period column, click Save, and close the window. Make sure the total matches the receipts for payments you have made and this Payment requested amount does not exceed the total amount in the budget approved for your grant. The Total TSO Funding approved amount is listed as a reference.  
*Note: You can only type in fields that were approved with your original project agreement. Reach out to your ODOT contact if you have questions or would like to request budget edits.*

Detail Of TSO Costs - Work - Microsoft Edge  
 https://odot.smartsimple.com/s\_viewxmlpage.jsp

Other Project Costs Total

Type	Description	Hours/# of Units	Rate	TSO Total	Cost Incurred This Period	Cost Billed Previously	Total Cost Billed Previously	Total Costs To Date
Other Direct Costs	Test	1.00	\$500.00	\$500.00	\$251.50	\$0.00	\$0.00	\$251.50
<b>Other Project Costs Total:</b>				\$500.00	\$251.50	\$0.00	\$0.00	\$251.50

Consult/Contractual Services Total

Description	Hours/# of Units	Rate/Unit Cost	TSO Total	Cost Incurred This Period	Cost Billed Previously	Total Cost Billed Previously	Total Costs To Date
<b>Consult/Contractual Services Total:</b>				\$0.00	\$0.00	\$0.00	\$0.00

TOTAL TSO COSTS

	TSO Total	Cost Incurred This Period	Cost Billed Previously	Total Costs To Date
Personnel Costs Total	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Benefits Total	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00	\$0.00
Materials Printing Total	\$0.00	\$0.00	\$0.00	\$0.00
Overhead Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Other Project Costs Total	\$500.00	\$251.50	\$0.00	\$251.50
Consult Contractual Services Total	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL TSO COSTS</b>	<b>\$500.00</b>	<b>\$251.50</b>	<b>\$0.00</b>	<b>\$251.50</b>

Save

9) Upload or drag and drop your receipts or timesheet files into the Invoice Upload section and click save Draft at the bottom of the window. Files can be in PDF, Word, Excel format.

Oregon Department of Transportation

Home Menu Reviewer Portal

Main M1HVE-24-46-16-00 TEST\_2024\_00000176 - Payment

DETAILS

Detail Of TSO Costs

	TSO Total	Cost Incurred This Period	Cost Billed Previously	Total Costs To Date
Personnel Costs Total	\$0	\$0	\$0	\$0
Personnel Benefits Total	\$0	\$0	\$0	\$0
Equipment Total	\$0	\$0	\$0	\$0
Materials Printing Total	\$0	\$800	\$0	\$800
Overhead Indirect Costs	\$0	\$0	\$0	\$0
Other Project Costs Total	\$0	\$0	\$0	\$0
Consult Contractual Services Total	\$260,000	\$3	\$0	\$3
Mini-grants Total	\$0	\$0	\$0	\$0
<b>TOTAL TSO COSTS</b>	<b>\$260,000</b>	<b>\$803</b>	<b>\$0</b>	<b>\$803</b>

\* Detail Of Funding Match

Add/Edit Claim Details

\* Invoice Upload

Drop files here or browse files  
 Maximum file size: 2 GB

Quarterly Report ID:

Save Draft Schedule

10) If for whatever reason you needed to delete a file you had previously attached, you can click on the ellipsis (three vertical dots) toward the right side of the file list and you can either select "Rename" or "Delete."

DETAILS

\* Invoice Upload

📁 Drop files here or browse files  
Maximum file size: 2 GB

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<input type="checkbox"/>	File Name ▲	Size	Date	
<input checked="" type="checkbox"/>	M1CPS-23-45-12_Claim1.xls	27.3 KB	08/08/2024 10:20 AM	⋮
<input checked="" type="checkbox"/>	M1CPS-23-45-12_Claim2.xls	27.3 KB	08/08/2024 10:19 AM	⋮

Rename  
Delete

[Save Draft](#) [Schedule](#)

- 11) Click the blue Schedule button when you are ready to submit your claim for reimbursement Payment.
- 12) That's it! You have submitted your Claim for Reimbursement and payment will be processed shortly when approved. You will receive an email when your payment has been approved.