How to Submit an EMPG Reimbursement Request

Use the following steps to submit a Reimbursement Request using the FMFW:

1. Open FMFW. (Note: Follow the instructions on how to enable MACROs on the instructions tab if necessary)
2. Click on the most up-to-date "**Project Ledger**" tab.
3. Click on "**NEW REIMB / MOD REQUEST**" MACRO button on the "**Project Ledger**" tab (column H, row 16/17) to make a copy of the "**Project Ledger.**" (This is going to replicate the tab for you.)
4. Type in the name of your new Reimbursement Request (RR) for the replicated tab and add the name of that tab (For example: RR 1 Project Ledger.) then click "OK."
5. On the replicated tab, in the upper right hand side of the Project Ledger, click on the "**REIMB Req.**" MACRO button (column J, row 14/15). Enter the Reimbursement "**Request #**" (just the number), and "**Expenditure Period**" Dates.
6. Enter the amount being requested into "**Amount This Request**" column for each applicable project.
7. Review for accuracy. **IMPORTANT**: Steps **3-6** must be completed individually for each applicable tab associated with expenditures to be requested for reimbursement (Project Ledger, Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Costs, Consultant/Contractor, Personnel, and Match). For example, if you have a project on the Project Ledger that has the Solution Area of Equipment, then you will need to follow steps 3-6 for the Equipment tab.
   Note: On each tab, the "**Amount This Request**" and "**REIMB Request #**" columns will need to be completed for each line item where expenses are being claimed for reimbursement. If claims of reimbursement involve any project that includes the payment of costs associated with either personnel or a consultant, then the applicable tab(s) (Personnel and/or Consultant/Contractor) must also be completed.
8. The Match tab needs to be included with all Reimbursement Requests. Replicate this tab and rename it (steps 3-5); for example: "RR 1 Match." The match amount needs to be identified for each line item that is being reimbursed in the "Current Match" column, and also enter the "**REIMB Request #**" in its column.
9. Click on "**Auth. Agent**" tab. Select "**REIMB Request**" MACRO button.
10. Enter the beginning and ending expenditure period dates. Enter Request number and the dollar amount being requested for reimbursement.
11. Enter name and title of the Authorized Agent, and Date.
12. E-mail your FMFW, as an attachment, to the Program Specialist for review prior to submitting a hard copy.
13. Once the FMFW is accurate, then notification will be sent to the Operational Area to print out the Reimbursement Request tabs and have the "Authorized Agent" form signed by an authorized agent.
14. When printing out your FMFW, print single-sided and <u>in color</u>.
15. Mail the forms to your Cal OES Grants Management Section Program Specialist.