

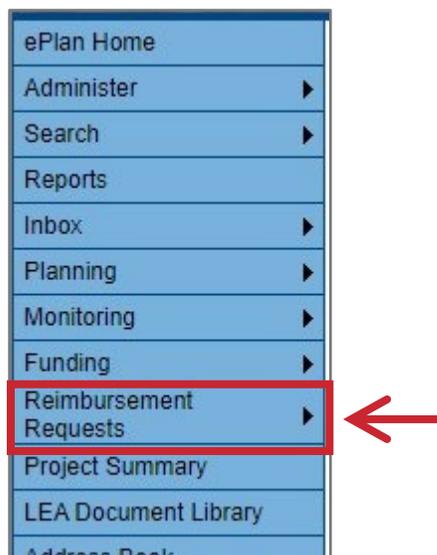
Steps for Reimbursement Request Submissions in ePlan

Before beginning a reimbursement request, remember:

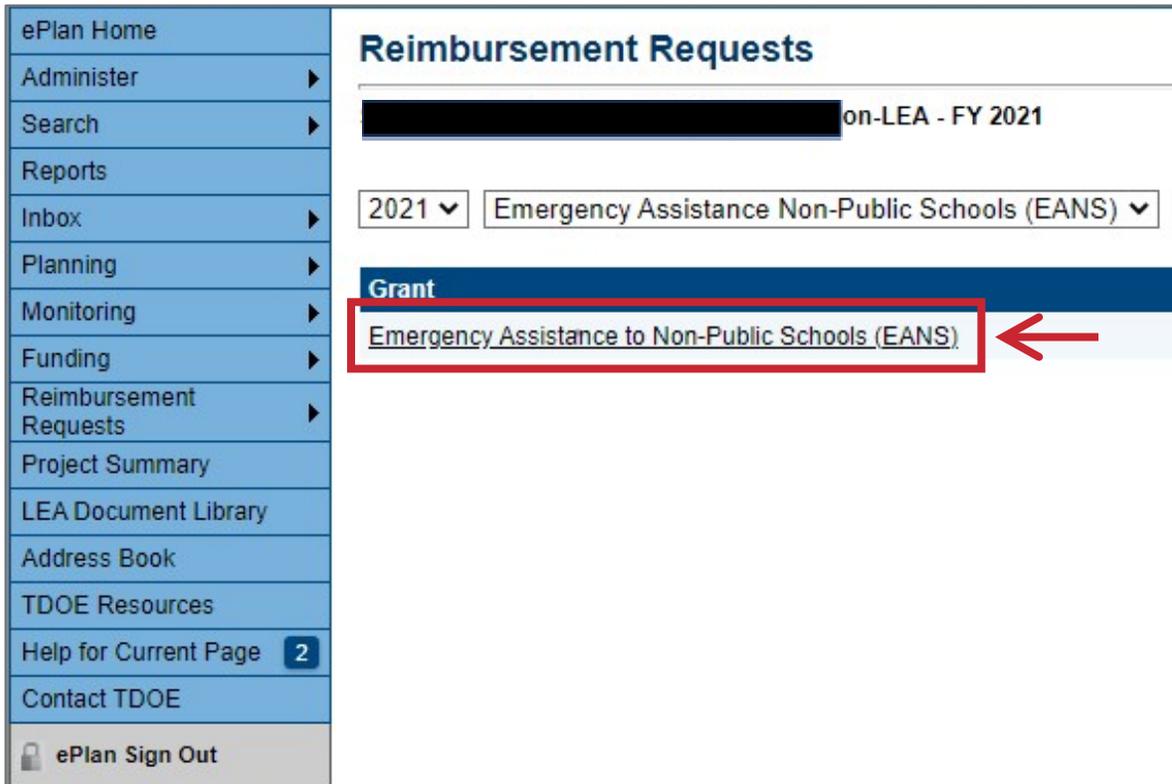
- For the latest version of this document, please visit [ePlan > TDOE Resources > EANS > Steps for Reimbursement Request Submissions](#).
- Only one reimbursement request can be submitted at a time. Multiple line items can be included on one request, but a new reimbursement request cannot be started until the current request is paid, generally 30 days after it is submitted.
- The allowable receipt or approved purchase order date range is March 13, 2020 – July 27, 2021.
- An approved purchase order from the school will suffice as obligation if the order is to be delivered at a later date. Once the item(s) are purchased, an itemized receipt can be uploaded to ePlan for a reimbursement request.
- Do not include sales tax when requesting reimbursement. Shipping charges, however, can be included.
- ePlan will not allow a request to be submitted that is 10 percent greater than the line item’s budgeted amount.
- **All contracted services should be coded under line item 399.** These items are **not** reimbursable. Services in this line item will be established and paid directly by the department.
- See the recommendations for documentation needed for reimbursement requests at the end of this document.

Steps for Submitting Reimbursement Requests

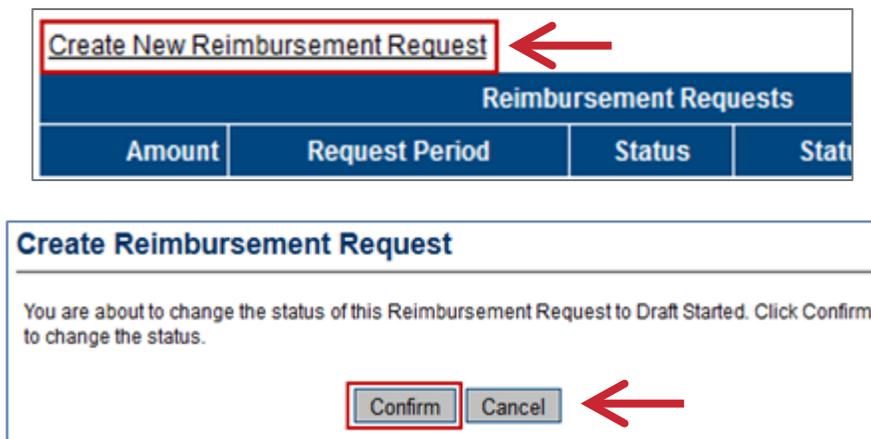
1. The user assigned the **fiscal representative user role** must submit and approve the reimbursement requests. After this user logs into ePlan, select **Reimbursement Requests** from the navigation menu on the left-hand side of the ePlan home page.



2. Select **Emergency Assistance to Non-Public Schools**



3. Click **Create New Reimbursement Request** then click **Confirm** to change the status to *Draft Started*.



4. Select **Expenditure Details**

Reimbursement Request Sections		
Volunteer County (999) - FY 2014 - Title II-A		
Request Status:	Draft Started	
Change Status To:	Draft Completed or Delete Reimbursement Request	
Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

5. a. For the school's first reimbursement request, fill in the expenditures by account and line item according to the school's application.

- This screen only displays rows and columns that have approved budget amounts.
- Hover on a cell to see the approved budgeted amount, the amount requested for reimbursement and the amount remaining in that line item to spend.

Account Number	Regular Instructional Education	Alternative Instruction Program	Support Services/Other Student Support	Support Services/Transportation	Total
Line Item Number					
Teachers 116	7,500.00				7,500.00
Mechanic(s) 142				700.00	700.00
Bus Drivers 146				700.00	700.00
Clerical Personnel 162	1,000.00				1,000.00
Educational Assistants 163		1,500.00			1,500.00
Other Salaries & Wages 189	1,000.00				1,000.00
Travel 355			168.00		168.00
Total	9,500.00	1,500.00	168.00	1,400.00	12,568.00

Reminder: Do not include sales tax.

b. For the school's second and any subsequent requests, the amount of expenditures entered should be the year-to-date total of all the expenditures for that line item.

Here is an example of a first request:

Expenditure Details		
Go To ▶		
Account Number	73300 - Community Services	Total
Line Item Number		
189 - Other Salaries & Wages	5,316.64	5,316.64
201 - Social Security	329.65	329.65
212 - Employer Medicare	77.08	77.08
348 - Postal Charges	0.00	0.00
355 - Travel	0.00	0.00
499 - Other Supplies and Materials	3,181.63	3,181.63
Total	8,905.00	8,905.00

The amount for the first line item under the account number is \$5,316.64.

Below is an example of the second request.

The school input the amount of the current request plus the previous amount on that line item, for a year-to-date total of \$10,633.31. The difference between the amounts will be what the school is paid, \$5,316.67.

Expenditure Details		
Go To ▶		
Account Number	73300 - Community Services	Total
Line Item Number		
189 - Other Salaries & Wages	10,633.31	10,633.31
201 - Social Security	659.29	659.29
212 - Employer Medicare	154.16	154.16
348 - Postal Charges	0.00	0.00
355 - Travel	0.00	0.00
499 - Other Supplies and Materials	4,169.14	4,169.14
Total	15,615.90	15,615.90

For example, a school has a reimbursement for student computers in May. Since it is the first reimbursement request the school has submitted, the amount input on the *Expenditure Details* page under 71100-722 is \$5,000. The next month, the school has a request for student desks for \$3,000 which goes into 71100-722 as well. The amount entered into 71100-722 would be \$8,000 for the second request.

6. Select **"Go To"** then the **Request** page or select **"Sections"** then **"Request."**

Reimbursement Request Sections		
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Change Status To:	Draft Completed or Delete Reimbursement Request	
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History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

7. Fill in the **"Fiscal Information As Of"** field with the **date the reimbursement request is being made (the current date)**.

Fiscal Summary		
Allocation		\$125,673.00
Available Budget		\$125,673.00
Fiscal Information As Of	<input type="text"/>	
Cash Received		\$0.00
Total Cash Basis Expenditures		\$12,568.00
Cash Balance On Hand		(\$12,568.00)
Cash Available		\$125,673.00
Total Amount Requested		\$12,568.00

April, 2013						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
	7	8	9	10	11	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: April 8, 2013

8. Select **Go To** then **Related Documents**, or **Sections**, then **Related Documents**.

Reimbursement Request Sections		
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Create Comment		
Expenditure Details		Print
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Related Documents		Print
Assurances		Print
All	Messages	Print

9. Upload receipt(s), invoices, or approved purchase orders for Reimbursement Requests under **Document/Link**.

Related Documents		
Go To ▶		
Optional Documents →		
Type	Document Template	Document/Link
Supporting Documentation (optional)	N/A	

10. Click **Select** next to **“Upload Data File,”** and find the correct receipt on the school’s computer.

Create Related Document - Other

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File:

URL:

Document Name:

11. After the document is uploaded, in the **Document Name** box, name the document **beginning with the account number and line item where the item is budgeted**. If you are requesting reimbursement from multiple line items, each line item must have its own folder. For example, a correctly uploaded receipt would look like the following:

Optional Documents		
Type	Document Template	Document/Link
Supporting Documentation	N/A	Upload New [Update] [Delete]

71100-722



- If you have multiple receipts to upload, then click **Upload New** until each receipt is uploaded to match the request. **Note:** It is not necessary to upload packing slips.

12. After all receipts are uploaded, select **Go To**, then **Sections**, then click **Draft Completed**. If the reimbursement request should be discarded, click **Delete Reimbursement Request**.

Reimbursement Request Sections

Volunteer County (999) - FY 2014 - Title II-A

Request Status: Draft Started

Change Status To: **Draft Completed**

or
[Delete Reimbursement Request](#)



13. After clicking "Change Status To: **Draft Completed**," click on the box to agree to the terms.

Agreed to "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursement and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. 200.415 - Uniform Grants Guidance"

- If you are unable to select **Draft Completed**, check the **Validation** column on the **Sections** page. If "Messages" is displayed, click on the **Messages** hyperlink to see the error(s) that must be corrected in order to submit the reimbursement request.

Reimbursement Request Sections

Volunteer County (999) - FY 2014 - Title II-A

Request Status: Draft Started

Change Status To: [Draft Completed](#)

or
[Delete Reimbursement Request](#)

Description	Validation	Print
History Log		Print
Create Comment		
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14. Click **Review** to correct the error. For example:

[Return to Reimbursement Request Sections](#)

Request	
Review	The 'Fiscal Information As Of' field cannot be empty. → Error

15. After the errors have been corrected, go back to the **Sections** page, and click **Draft Completed**.

Reimbursement Request Sections

Volunteer County (999) - FY 2014 - Title II-A

Request Status: **Draft Started**

Change Status To: Draft Completed ←

or
[Delete Reimbursement Request](#)

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
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All	Messages	Print

16. If the reimbursement request has not been approved, see the reason(s) on the **History Log** page.

Description
History Log ←
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All

17. Click **Expenditure Details** or **Related Documents** to resolve the issue. Once the issue has been resolved, change status to **Draft Completed**, and click **Confirm**.

18. After this step, the workflow is as follows:

- The TDOE Fiscal team will change the status to **Grants Management Approved**
- Next, ePlan will change the status to **Submitted to the State Accounting System** (completed by ePlan at night or early in the morning the next day).
- Then, the status will change to **State Accounting System Accepted** (completed within a couple of hours after the submission to the state accounting system).
- Finally, the status will change to **State Accounting System Paid**. This is the final step where a voucher number is created by Edison for the payment.

Recommendations for EANS Program Reimbursement Requests

Required Supporting Documents

Non-public school points of contact (POCs) are required to provide supporting documentation when completing reimbursement requests in ePlan. The guide below will help POCs determine what receipts, invoices, or proofs of payment must be submitted to ensure reimbursement in a timely manner. Below is a list of recommendations for supporting documentation. This list is not exhaustive but a list of recommendations.

1. **Itemized Receipt (an original document from the merchant showing):**

- Merchant's name
- Transaction date
- Amount paid
- Description of purchased item(s)
- Description of additional charges (taxes, service, delivery, etc.)
- Form of payment used

2. **Invoice (an original document from the merchant showing):**

- Merchant's name
- Invoice date
- Amount billed
- Description of billed item(s)
- Description of additional charges (taxes, service, delivery, etc.)

3. **Proof of Payment (often needed in tandem with an invoice):**

- Photocopy of a canceled check (front and back)
- Credit card sales slip
- Monthly credit card statement