Completing the Second Reimbursement Request for EANS

- The process for the second and any subsequent Reimbursement Requests is slightly different from the first Reimbursement Request.

- The difference is on the ***Expenditure Details*** page. Input the **year-to-date amount already requested *plus* the current amount being requested** for an account number and line item.

- For example, a school submitted a reimbursement request for student computers in the amount of $5,000 in May. Since it was the first reimbursement requested, the amount input on the Expenditure Details page under 71100-722 was $5,000. The next month, the school submits a request for student desks for $3,000 under 71100-722 as well. The amount entered for 71100-722 would be $8,000 for the second request. The difference in the amounts from the two requests will be reimbursed to the school.

- See Step #5 in [Steps for Reimbursement Request Submissions in ePlan 2021.04.29](#)

- Name all uploaded documents beginning with "2nd Request" followed by the Account Code, Line Item Number and Amount Requested (ex: "2nd Request 71100-722 $5473.22")

Division of Federal Programs and Oversight   1 | June 2021
Andrew Johnson Tower • 710 James Robertson Parkway • Nashville, TN 37243
tn.gov/education