

Reimbursement Request Quick Guide

Reimbursement Requests (RR) are the process by which funds are drawn down from a Director-approved Funding Application.

Before getting started, ensure you have the necessary access to ADE Connect and Grants Management Enterprise (GME). Please visit the GME Grants Management Resource Library page to review resources on User Roles and User Access Administration.

Process Outline

1. Click **Reimbursement Requests** in GME located on the left blue menu.



2. Use the drop-down menu to select the **fiscal year** and **grant**. Then, click the grant name hyperlink.

Reimbursement Requests

2025

ESEA Consolidated

| Grant |
|--|
| Title I LEA |
| Title I-D Delinquent LEA |
| Title II Improving Teacher Quality |
| Rural and Low-Income Schools |
| Title IV-A Student Support & Academic Enrichment |



- You will be directed to the **Reimbursement Request Summary** page. It is highly recommended to review the Program Information section regarding the project's substantially approved date (applicable to federal grant), project begin date, project end date.

Reimbursement Request Summary

| Project Information | |
|-------------------------------------|-------------------------|
| Project Number | |
| C.F.D.A. Number | |
| Initial Substantially Approved Date | 1/24/2025 |
| Project Begin Date | 11/1/2024 |
| Project End Date | 9/30/2025 |
| Total Approved Allocation | |
| Available Budget | |
| Project Status | Normal [Hold] [History] |
| LEA Hold Status | No Hold Exists |
| Allow Carryover | False |

- Click the link **Create New Reimbursement Request** located underneath the Program Information section.

Please note, one fiscal action per Funding Application/Award is allowed at a time. Reimbursement Requests can be initiated once the previous reimbursement status is in "ADE Accounting System Paid".

| Project Information | |
|--|-------------------------|
| Project Number | |
| C.F.D.A. Number | |
| Initial Substantially Approved Date | 6/30/2024 |
| Project Begin Date | 7/1/2024 |
| Project End Date | 9/30/2025 |
| Total Approved Allocation | |
| Available Budget | |
| Project Status | Normal [Hold] [History] |
| LEA Hold Status | No Hold Exists |
| Allow Carryover | True |
| Create New Reimbursement Request | |

- Hover over **Go To** and select **Expenditure Details**. Use your accounting system's unedited Expenditure Summary Report to input the most current year-to-date expenditure for the grant in the editable fields.

Click **Save and Go To** to save your progress.

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

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

| Object Code | Function Code | 1000 - Instruction | 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) | 2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) | 9900 - Other | Total |
|--|---------------|--------------------|--|---|------------------|-------------------|
| 6100 - Salaries | | 240,955.17 | 47,553.05 | 409.23 | | 288,917.45 |
| 6200 - Employee Benefits | | 52,389.63 | 13,161.70 | 0.00 | | 65,551.33 |
| 6300 - Purchased Professional Services | | 29,940.00 | 21,621.50 | 6,330.80 | | 48,891.90 |
| 6500 - Other Purchased Services | | 115,264.02 | 15,543.84 | | | 130,807.86 |
| 6600 - Supplies | | 0.00 | 0.00 | | | 0.00 |
| 6733 - Capital (\$5,000 or Above) | | | 0.00 | | | 0.00 |
| 6910 - Indirect Cost Recovery | | | | | 35,365.90 | 35,365.90 |
| Total | | 429,568.82 | 97,520.09 | 6,739.23 | 35,365.90 | 569,594.04 |

- If your request is 20% or greater of the allocation, an unedited Expenditure Summary Report from your accounting system is required.

To upload your document, hover over **Save and Go To** and select **Related Documents**.

You will be uploading your document under the **Expenditure Summary** row.

Upload your document by clicking the "Upload New" link located in the Document/Link column.

| Optional Documents | | |
|--|-------------------|------------------------------------|
| Type | Document Template | Document/Link |
| Expenditure Summary (LEAs own documents; contact Grants Management for additional information) | N/A | Title I GME Report |
| Invoice(s) (if applicable) | N/A | |
| Other | N/A | |

If applicable, upload any additional documentation, such as a Crosswalk Document (Non-Public District entities only), in the appropriate rows under "Other".

Please note, some grants require an Expenditure Summary Report for each Reimbursement Request submission. Please check the grant requirement prior to submitting your RR.

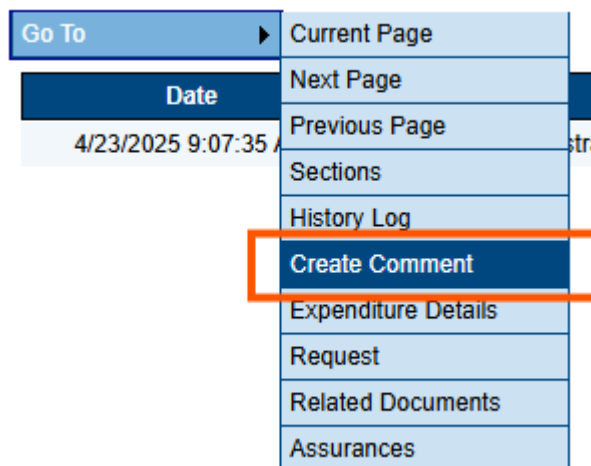
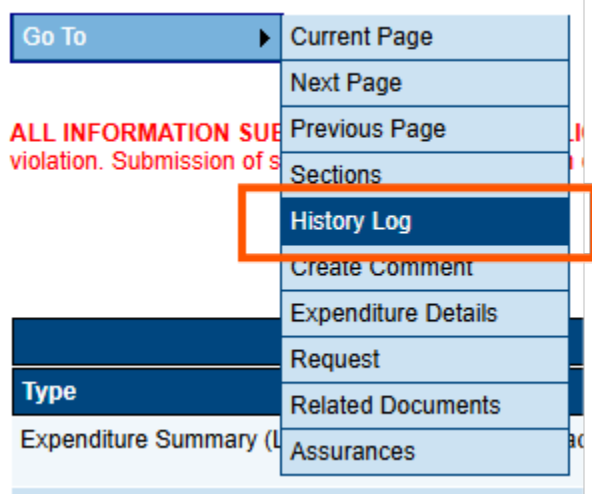
- Next, hover over the **Go To** button and click **Request**.

Under the **Fiscal Summary** section, click the calendar icon to input the **Fiscal Information As Of** date. Click **Save and Go To** to save your progress.

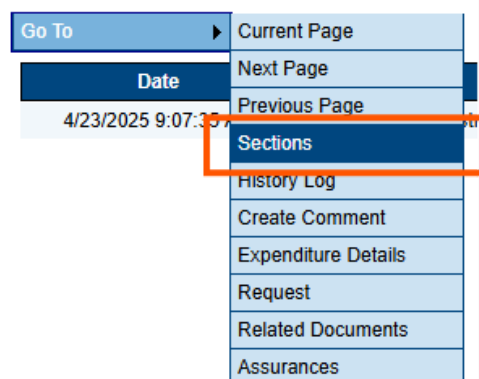
| Payment Details | |
|---------------------------------------|-----------------------|
| General Information | |
| Project Number | 25ICBGA-511249-01A |
| C.F.D.A. Number | 84.027A |
| Reimbursement Request # | 13 |
| Fiscal Summary | |
| Allocation | \$1,383,545.40 |
| Available Budget | \$1,383,545.40 |
| Fiscal Information As Of | Today: April 23, 2025 |
| Expense Begin Date | |
| Expense End Date | |
| Total Reimbursements Received To Date | \$569,594.04 |
| Total Expenditures To Date | \$569,594.04 |
| Net (Expenditures-Reimbursements) | \$0.00 |
| Remaining Budget Balance | \$813,951.36 |

- If applicable, address special items in the History Log by hovering over **Go To** and selecting **History Log**.

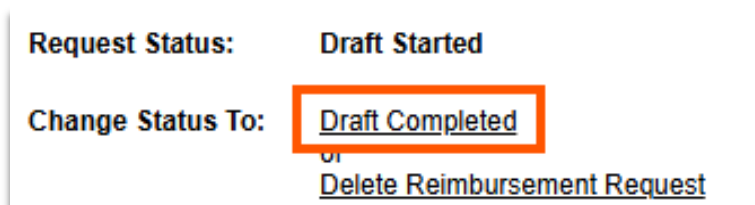
If needed, there is also an option to add a History Log comment by clicking **Create Comment**. Visit the GME Grants Management Resource Library for additional resources on History Log and Creating Comments.



- Submit for Grants Management Review.
Hover over **Go To** and select **Sections**.



Change the status by clicking the link **Draft Completed** next to Change Status To.





The next step is for the Business Manager to review and approve the Reimbursement Request. Once they have reviewed it, the Business Manager will change the status by clicking the link, **LEA Business Manager Approved**.

Request Status:

Draft Completed

Change Status To:

[LEA Business Manager Approved](#)

or

[LEA Business Manager Returned Not Approved](#)

Need Assistance?

| Grants Management System (GME) | Help Desk Support Ticket |
|--|---|
| Phone: 602.542.3901 | |
| Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring | https://helpdeskexternal.azed.gov |