



Reimbursement Reporting Requirements

Please follow these instructions when submitting your Request for Reimbursement Form.

An instructional video with additional information is also available [HERE](#).

1. Log into your Submittable.com account.
2. Select the appropriate grant submission.
3. On your submission homepage, select the *Forms* tab.
4. Under *Additional Forms*, open the *Request for Reimbursement Form*.
5. Fill out all required form fields. Read all instructions carefully.
6. **Refer to the included guidelines for filling out the Reimbursement Table and ensuring your supporting documentation meets requirements. Requests that do not meet these requirements will be sent back for revision.**
7. Document match if applicable or required.
8. Upload supporting documentation for match if applicable or required.
9. Read and check the acknowledgement box.
10. Click *Submit Form*.

Purchasing Requirements. Any items purchased with federal grant funds must follow proper purchasing procedures listed in [2 CFR 200.317 through 200.327](#). If your organization does not have a procurement policy, state purchasing guidelines should be followed:

Purchase amount/cost PER YEAR:

Less than \$2500 – no quotes required if price is determined to be reasonable.

\$2500 – \$24,999 – Three (3) quotes should be obtained or justification for not obtaining three quotes should be provided on reimbursement request. Quotes DO NOT have to be submitted but should be saved with your grant files.

\$25,000 – This threshold triggers a bid process. Please reach out to us if you reach this threshold for any purchases and do not have a procurement policy. Documentation should be submitted with Reimbursement or Progress Report showing RFPs, procurement process, etc.

Federal Reporting Requirements. If your grant award amount is \$30,000 or greater, we are required to report your project to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System. Your grant then appears on [USAspending.gov](#) which is the official open data source for federal awards such as contracts, grants, and loans.

Georgia Forestry Commission U&CF Request for Reimbursement Table and Supporting Documentation Guidelines

Follow these instructions when filling out the Reimbursement Table within the Request for Reimbursement Form.

ORGANIZATION NAME	YOUR ORGANIZATION NAME
PROJECT NUMBER	<p>THIS TABLE IS USED BY OUR ADMINISTRATION DEPARTMENT, AND THIS NUMBER IS A REFERENCE FOR THEM WHEN THEY PROCESS YOUR PAYMENT REQUEST.</p> <p>THIS NUMBER IS FOUND ON YOUR AWARD LETTER AND IN THE HEADER OF YOUR GRANT AGREEMENT. IT LOOKS SIMILAR TO 2024-GFC-25373. CONTACT US IF YOU NEED HELP FINDING THIS NUMBER.</p>
DATE	THE DATE THE FORM IS SUBMITTED
REIMBURSEMENT CATEGORY	ACCEPTABLE SUPPORTING DOCUMENTATION
<p>PLEASE BE SURE TO NAME YOUR FILES ACCORDINGLY: CATEGORY_APPROPRIATE FILE NAME.</p> <p>MULTIPLE RECEIPTS CAN BE INCLUDED IN ONE FILE AS LONG AS EXPENSES ARE IN THE SAME CATEGORY.</p> <p>SUPPORTING DOCUMENTATION NEEDS TO SHOW PROOF OF PAYMENT. INVOICES, ETC. NOT MARKED AS PAID NEED TO BE ACCOMPANIED BY A RECEIPT OR OTHER DOCUMENTATION SHOWING A TRANSACTION HAS TAKEN PLACE.</p>	
Administration	NO DOCUMENTATION REQUIRED. JUSTIFICATION IN THE REIMBURSEMENT TABLE IS REQUIRED.
Personnel/Labor	<p>STAFF WHOSE SALARY IS NOT PAID 100% BY THE GRANT: THE EMPLOYEE TIME AND EFFORT FORM OR A VARIATION OF THIS FORM CAN BE USED AS LONG AS ALL OF THE REQUIRED INFORMATION IS PROVIDED. MULTIPLE EMPLOYEES' TIME CAN BE LISTED ON ONE FORM.</p> <p>FOR SALARIES CREATED AND FUNDED THROUGH THIS GRANT AND APPROVED AS PART OF THE GRANT APPLICATION: A PAYCHECK STUB OR PAYROLL REPORT CAN BE SUBMITTED. A SUMMARY OF WORK CAN BE PROVIDED EITHER WITH THE REIMBURSEMENT REQUEST OR WITH THE QUARTERLY PROGRESS REPORTS.</p> <p>· SALARY/EMPLOYER TAX/FRINGE TOTALS SHOULD BE NOTED IN THE REIMBURSEMENT TABLE, HIGHLIGHTED ON THE PAY STUB/PAYROLL REPORT, OR DOCUMENTED ON THE TIME AND EFFORT WORKSHEET SO IT IS EASY FOR GFC STAFF TO MATCH SUPPORTING DOCUMENTATION TO THE REIMBURSEMENT AMOUNT.</p>
Travel	<p>· ALL RECEIPTS RELATED TO TRAVEL (EXCLUDING FOOD), I.E. HOTEL RECEIPTS OR GAS RECEIPTS (UNLESS USING IRS MILEAGE REIMBURSEMENT).</p> <p>· MILEAGE: GOOGLE MAP/MAPQUEST/ETC OF ROUTE TRAVELED SHOWING MILEAGE OR A WRITTEN SUMMARY OF MILES TRAVELED. MULTIPLY MILEAGE BY CURRENT IRS MILEAGE REIMBURSEMENT RATE. NOTE THE REIMBURSEMENT REQUEST AMOUNT ON THE MAP OR IN THE JUSTIFICATION.</p>
Consultant Services	<p>PAID INVOICES, RECEIPTS, PAID BILLS, ETC.</p> <p>· DOCUMENTATION SHOULD LIST THE WORK COMPLETED AND RATES CHARGED FOR THE WORK.</p> <p>· IF A CONTRACT IS ENTERED AS PART OF THE SERVICE, CONTRACTS/AGREEMENTS BETWEEN CONSULTANT AND RECIPIENT SHOULD BE SUBMITTED WITH FIRST REIMBURSEMENT REQUEST OR INCLUDED IN A PROGRESS REPORT BEFORE A REIMBURSEMENT REQUEST IS MADE.</p> <p>· ANY WORK OVER \$25,000 NEEDS TO FOLLOW A FORMAL PROCUREMENT PROCESS, AND DOCUMENTS SHOULD BE SUBMITTED WITH REIMBURSEMENT OR PROGRESS REPORT SHOWING RFPs, PROCUREMENT PROCESS, ETC.</p>
Materials & Supplies	PAID INVOICES, RECEIPTS, PAID BILLS, ETC.
Equipment Usage/Rental	<p>PAID INVOICES, RECEIPTS, PAID BILLS, ETC.</p> <p>· A COPY OF LONG-TERM RENTAL AGREEMENTS/LEASES SHOULD BE SUBMITTED WITH FIRST REIMBURSEMENT REQUEST OR INCLUDED IN A PROGRESS REPORT BEFORE A REIMBURSEMENT REQUEST IS MADE.</p>
Printing	<p>PAID INVOICES, RECEIPTS, PAID BILLS, ETC.</p> <p>· A COPY OF COMMUNICATION MATERIALS DESIGNED AND/OR PRINTED WITH GRANT FUNDS SHOULD HAVE RECEIVED PRIOR APPROVAL FROM GFC STAFF BEFORE A PAYMENT WAS MADE.</p>
Other	PAID INVOICES, RECEIPTS, PAID BILLS, ETC.