

## Instructions



## INSTRUCTIONS FOR SUBMITTING THE EXPENSE REIMBURSEMENT REQUEST AND INVOICE FORMS

Please submit both the completed Expense Reimbursement Request form (in excel format) and the *signed* Invoice form to: [RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov). **Failure to provide complete and accurate information on the EXPENSE REIMBURSEMENT REQUEST form and INVOICE form may result in considerable payment delays.**

**DO NOT SEND RECEIPTS.** Receipts and other financial documentation should be maintained within the administering organization's records to be made available in the event of audit.

### INSTRUCTIONS

#### EXPENSE REIMBURSEMENT REQUEST (Excel) form

**Note:** This form automatically calculates information that is entered. This form is password protected. **DO NOT modify the form. For assistance, contact the Project Advisor.**

#### REQUEST TAB

**Accurately itemize expenses:** 1) **Complete all columns and lines** (Grant Funds and Match) for People, Travel, Resource and Other Costs. 2) **Document the payment method(s)** (Direct Deposit ("DD"), Check # and/or Credit card ("Credit")) **and date(s)** for all itemized expenses.

#### SUMMARY TAB

The **SUMMARY** tab calculates the information that has been entered on the **REQUEST** tab. Review the Summary information to ensure you have accurately entered expenses on the REQUEST tab (Total costs, Match and Reimbursement Requested).

#### INVOICE FORM

##### Invoice GRANTEE INFORMATION Section

- **Project Title:** Enter the official project **Title** noted on the Grant Agreement.
- **Grantee:** Enter the legal name of the **Administering Organization** noted on the Grant Agreement. *Do not use acronyms or abbreviate the legal name.*
- **Contact name, email and phone:** Identify the individual who will answer expense questions and make required revisions to the Invoice and/or Expense Reimbursement Request form.
- **SAP Agreement #:** Enter **C99XXXXXXXX contract number** noted on the Grant Agreement.
- **Vendor ID #:** Enter the Administering Organization's Vendor number noted on the Grant Agreement.
- **Partner Bank Type (Examples BN01, ED02, etc.).** Enter the Partner Bank Type. **DO NOT enter a bank account number—it is not relevant.**

The Administering Organization can obtain the Partner Bank Type in one of two ways:

1. Call the Commonwealth's Vendor Data Management Unit (VDMU) at 1-877-435-7363. Have your FEIN, Vendor ID (VID), and bank account number on hand.
2. Email the VDMU at [RA-psc\\_supplier\\_requests@pa.gov](mailto:RA-psc_supplier_requests@pa.gov) providing the FEIN/VID and the last 3 digits of the bank account.

**Invoice REIMBURSEMENT REQUEST Section**

- **Expense Period:** Enter the appropriate dates: **To** (Month, Day, Year) and **From** (Month, Day, Year). The **dates must fall within the grant agreement period**.
- **Total Amount of GRANT Funds to be Reimbursed this period:** Enter the funds being requested. The amount should reflect the Summary tab (Expense Reimbursement Request form) amount.
- **Total Amount of MATCH provided this period:** Enter the Match being provided. The amount should reflect the Summary tab (Expense Reimbursement Request form) amount.

**Invoice GRANTEE SIGNATURE Section**

- Type or print legibly the Name and Title of the individual who is submitting the Invoice and Expense Reimbursement Request form.
- Sign and date the Invoice. **Note:** A pen signature or official electronic signature is required.

**Do you Need Assistance? Please contact the EE Grants Program Project Advisor.**

**Additional Information:**

**If the administering organization wishes to update its Vendor record, such as legal Name, address or bank account changes:**

- SAP Vendor numbers beginning with a **1, 2, 3, 4 or 5:** Visit the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). PA Supplier Portal Administrator Support is available at: <https://www.budget.pa.gov/Services/ForVendors/Pages/PASP-Admin-Support.aspx>.
- SAP Vendor numbers beginning with a **6, 7 or 8:** Complete a Pennsylvania Electronic Payment Program (PEPP) Enrollment Form available at: <https://www.budget.pa.gov/Documents/pepp-form.pdf>. Follow the instructions for completing and submitting the form.