

Instructions for Filling Out Reimbursement Coversheet

- 1.) **Subrecipient:** This is prefilled out, ensure it matches your organizations name.
- 2.) **Reimbursement Request Number:** This should go in numerical order (1, 2, 3, etc.).
- 3.) **SMART Vendor Name:** This is prefilled out, ensure the address matches where the payment goes.
- 4.) **Project:** Select from the drop-down option the project the reimbursement is going against.
- 5.) **SMART Vendor Name:** This is prefilled, do not change anything.
- 6.) **Account:** This is prefilled, do not change anything.
- 7.) **Grant:** This is auto populating, do not change anything within the cell.
- 8.) **Fund-BU:** This is auto populating, do not change anything within the cell.
- 9.) **Contact Person:** Ensure the correct individual is listed if not contact the Homeland Staff and Fiscal to have the form corrected.
- 10.) **Organization:** This should reflect the subrecipient name from block 1.
- 11.) **Phone:** This should be the number that the contact person can be reached at for any questions. If this is incorrect contact the Homeland Staff and Fiscal to have the form corrected.
- 12.) **Email:** This should be the email that the contact person can be reached at for any questions. If this is incorrect contact the Homeland Staff and Fiscal to have the form corrected.
- 13.) **Submitted By:** This should be the name, signature of the individual who is completing the reimbursement form, the date is when the reimbursement form is being completed.
- 14.) **Authorized By:** This can be the same individual as the Submitted By. This is the individual who is verifying and authorizing that all purchases have been completed in accordance with the grant condition and other agreements.
- 15.) **Project Financial Summary:** This will capture the current and previous expenditures.
 - a. **Select Category:** What category is the expenditure going against, this is where the information needs to be recorded, you may need to recorded information in multiple categories.
 - b. **Expenditures This Month:** If multiple categories are needed, you will need to capture the total expenditures by each category.
 - c. **Expenditures Previous Months:** Total of all previous purchases by category
 - d. **Total Expenditures To Date:** This column automatically calculates between Expenditures This Month (15B) and (15C) Expenditures Previous Months. This should match back to the overall expenditures each category.
 - e. **Totals:** This reflects the total of expenditures by either (15B) Expenditures this Month or (15C) Expenditures Previous Months or (15D) Total Expenditures To Date depending on which column you are looking at.
- 16.) **KHP HSO: IS FOR KHP PERSONNEL APPROVING REIMBURSEMENT REQUEST.**