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Submitting a 911 Reimbursement Request

Oklahoma Emergency Management

Submitting a 911 Reimbursement Request

This document will walk you through how to complete your reimbursement request for the 911 Program. The 911 program will require four different types of requests be submitted during the life of the project with the OKEMGrants.

The Application, The Quarterly Reports, The Reimbursement Requests and the Close Out.

In order to receive funding for the 911 Grant, your organization will need to submit an application within the EMGrants System.

The Quarterly Report is done each quarter after your application has been approved, they are due the 10th day of the month following the end of a quarter, so that would be April 10th, July 10th, October 10th and January 10th.

Reimbursement Requests can be submitted at any time, however for the 911 Grant Program you must have at least \$5,000 in reimbursement's before you can request any reimbursement.

The Close Out is done when you have completed your project and all reimbursements have been received, you should submit the closeout 30 days after your final reimbursement request.

Reimbursement request goes through a workflow for approval and payment, let's first review the workflow of the Reimbursement Request.

There are 3 high level processes:

The Program Approval, this approval is assuring the expenses are allowed for the program and all the documentation has been included.

The Accounts Payable Review – this is an internal review assuring all the expenses are expensed to the correct accounting codes and such.

The Final is the Finance Review – this is where the reimbursement requests are batched and sent for the warrants to be issued through the State Treasurer.

So let's go into more detail for the Program Approval.

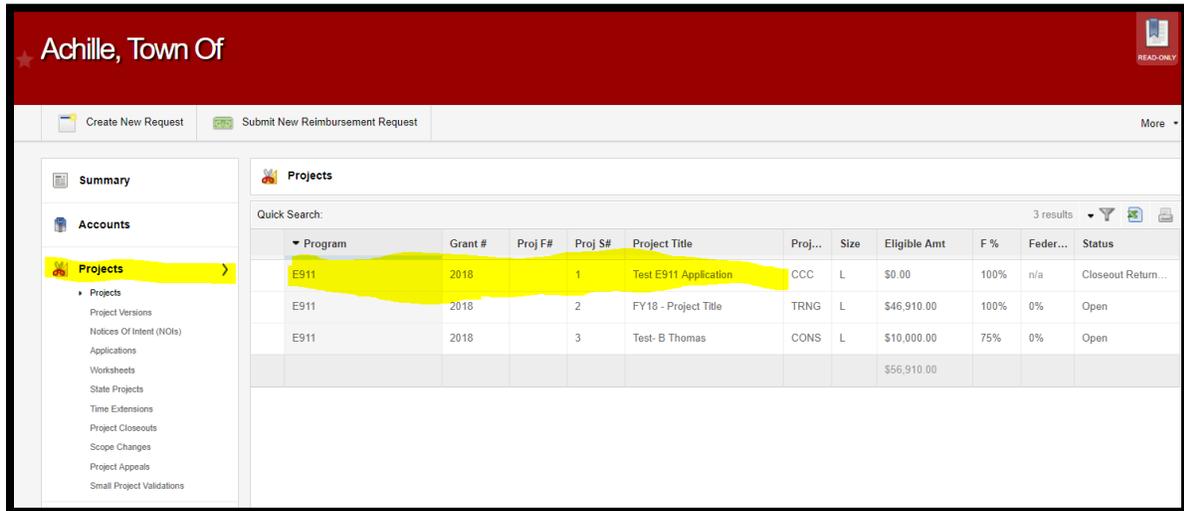
The first Step is the Submission step – In this step you as the sub recipient will enter your expenses for the reimbursement request, in will stay in this step until you “advance” it to the next step.

The next step is an Initial Review by the 911 Management Authority, once they review your request to make sure all needed documentation has been included and all expenses are allowable, they will then advance it to the Accounts Payable Review.

Entering the Reimbursement Request

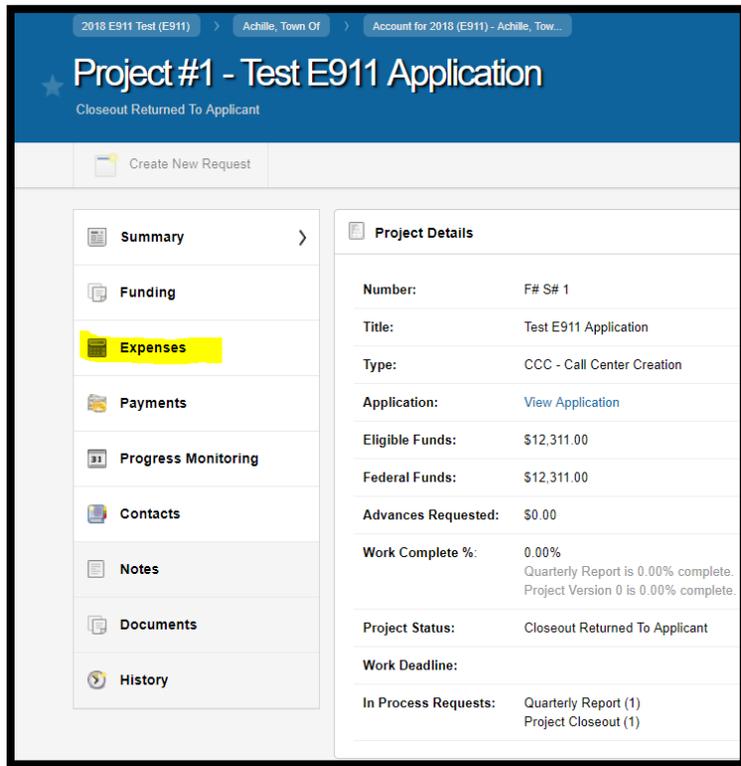
1. Once you log into the system, go to the Project you want to request reimbursement for.

Click on the Projects in the menu on the left side of the screen, then click on the project line you want to request reimbursement for.

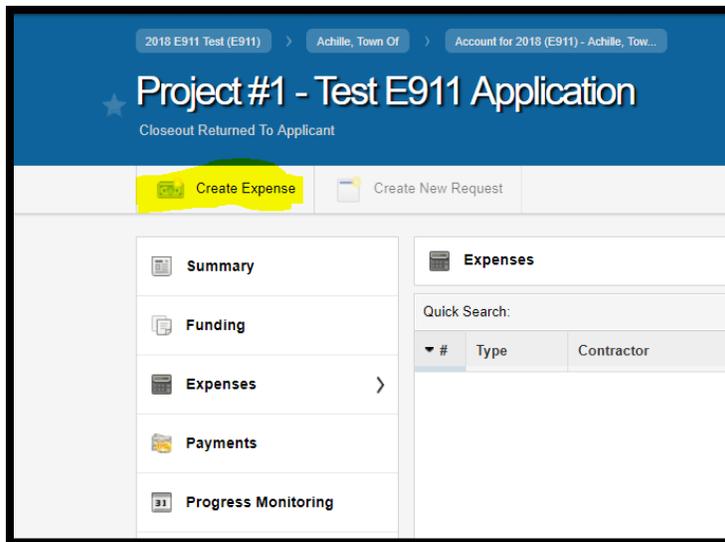


2. Expense lines are required to be able to submit a reimbursement request. You can enter expense lines without a Reimbursement request. You may want to do this, if you want to enter your expenses as you incur them or you may want to do them periodically until you reach the minimum of \$5000 to be able to submit them.

Once you open the project, click the Expenses tab on the left menu bar.



3. Click on the Create Expense Button,



4. This will bring up the Expense Form for you to complete:

Create New Expense

Create Cancel

Form

Type: Select One

Total Documented Amount: \$ 0.00

Applicants must have a minimum of \$5,000 in reimbursable expenses in order to request a draw (payment); however, final closeout payments may be less than \$5,000.
 For project awards less than \$5,000, applicants must request one draw for the total amount of the project. For project awards of \$5,000 or more, each draw must equal \$5,000 or more.
 Project Eligible Obligated \$0.00, Federal Obligated \$0.00, Expended \$0.00

Project Cost	Amount Eligible
Total:	\$0.00

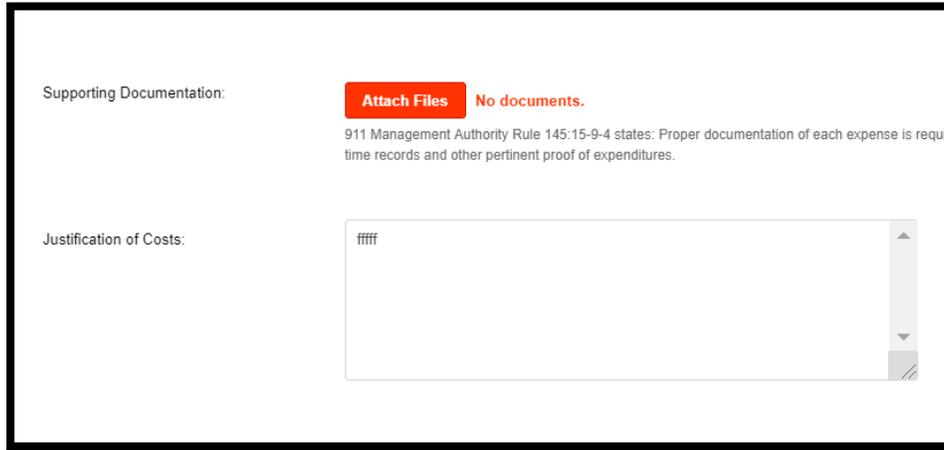
Add Project Cost

Supporting Documentation: 911 Management Authority Rule 145.15-9-4 states: Proper documentation of each expense is required, including paid invoices, cancelled checks, payroll receipts, time records and other pertinent proof of expenditures.
 You need to save the form before uploading Documents.

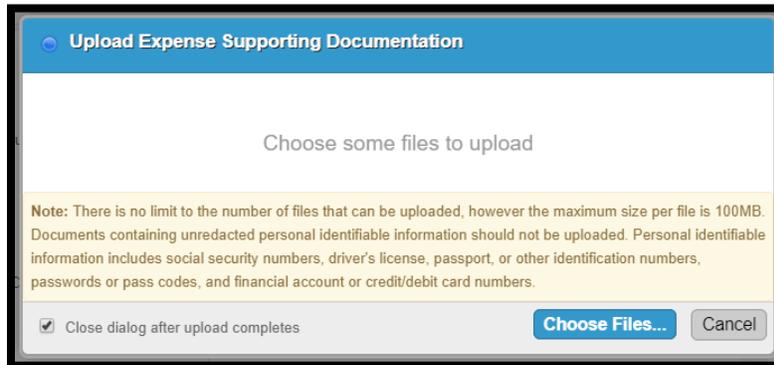
- A. Select the type of expense in the drop down box.
- B. Enter the amount for this expense.
- C. Enter the detail cost lines by clicking on the add project cost button.
 - C1. Select a project cost and enter an amount for this line.
- D. Enter your justification for the costs area.
- E. You will need to upload supporting documentation, but before doing that you need to save this expense line by clicking on the Create icon button at the top of the form.

5. Attaching Supporting Documentation:

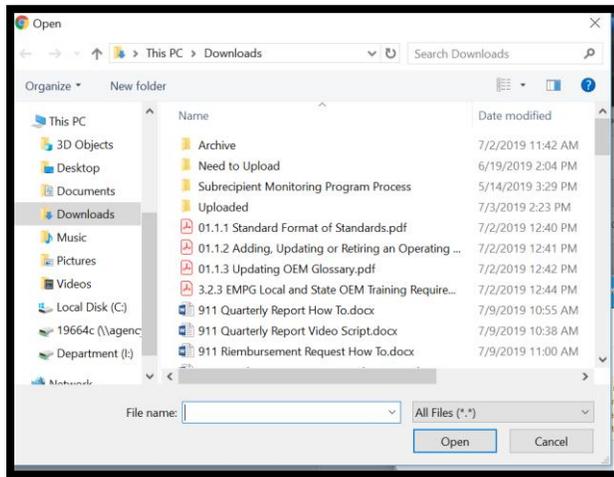
- A. After you have saved it, you then need to add your supporting documentation by Clicking on the attach button next to the Supporting Documentation Label.



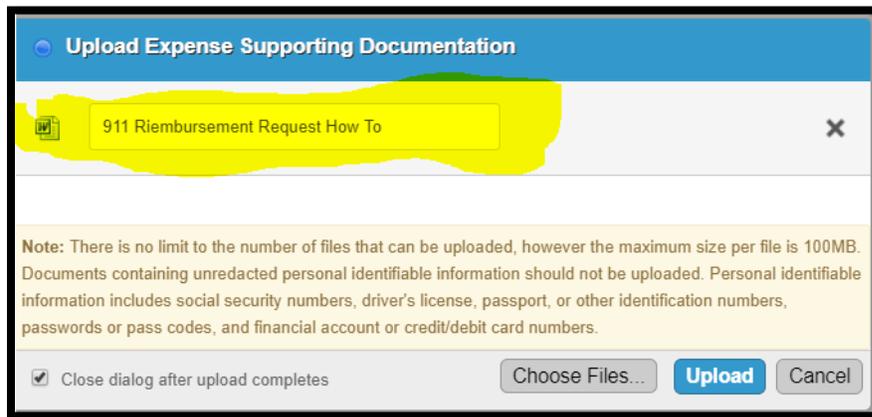
- B. You will get the popup Upload Expense Supporting Documentation, Click on the Choose File button.



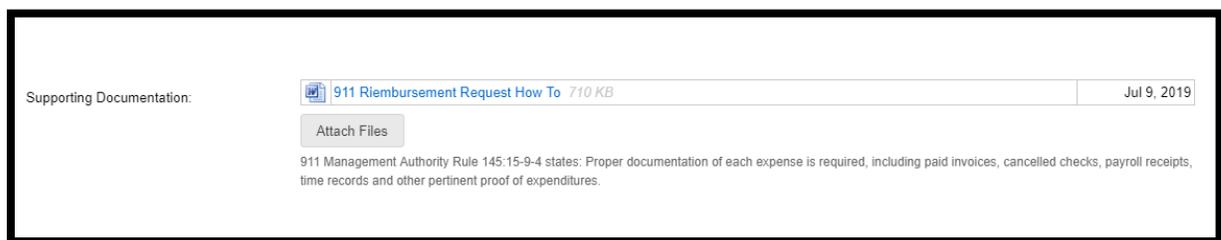
- C. This will open a dialog box, click on the file you wish to upload and click open. If you want to select multiple files, while holding down the CNTL button on your keyboard and click on all the files you want to upload. Click the Open button.



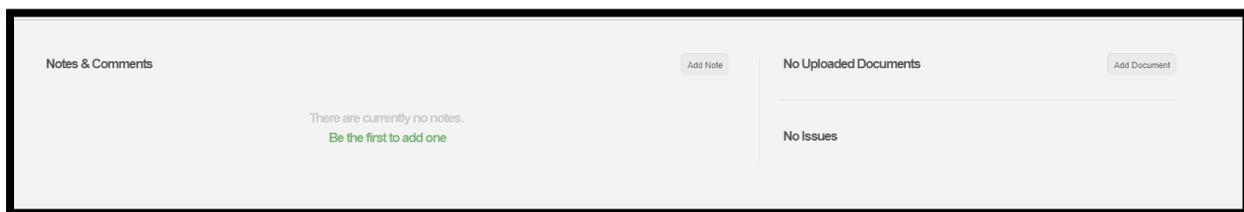
D. You will now see those files listed in the upload box, From here you can continue to select more files, cancel this request or Click upload to upload the files.



You should now see the files listed in the form.



E. As with any request in the EM Grant system, you can add notes, issues or additional documents at the bottom of the screen.



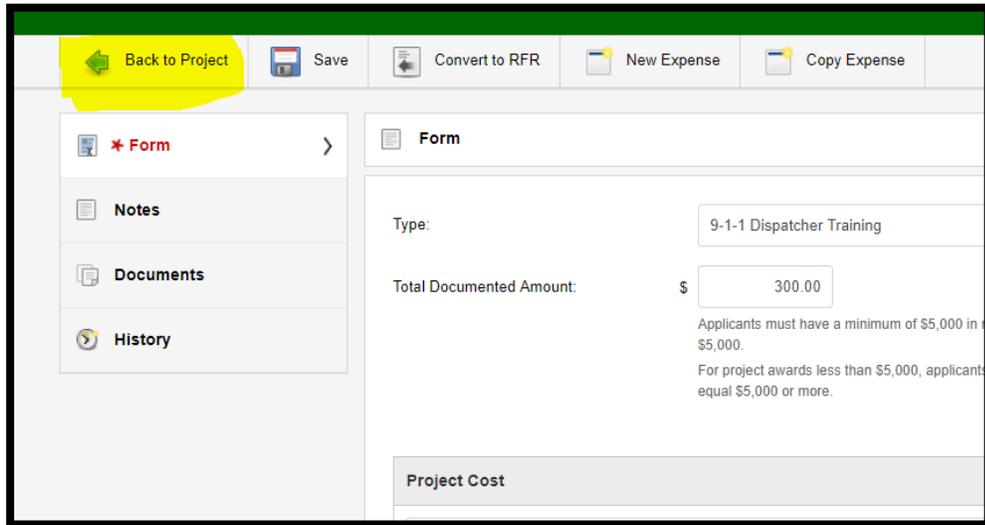
6. Once you are done, click the save button at the top of the request.

The screenshot displays a web application interface for managing a request. At the top, there is a navigation bar with several buttons: 'Back to Project', 'Save', 'Convert to RFR', 'New Expense', and 'Copy Expense'. The 'Save' button is highlighted with a yellow background. Below the navigation bar, there is a sidebar on the left with a menu containing 'Form', 'Notes', 'Documents', and 'History'. The main content area is titled 'Form' and contains the following fields and text:

- Type:** 9-1-1 Dispatcher Training
- Total Documented Amount:** \$ 300.00
- Project Cost:** (This section is currently empty)

Below the 'Total Documented Amount' field, there is a note: 'Applicants must have a minimum of \$5,000 in \$5,000. For project awards less than \$5,000, applicant equal \$5,000 or more.'

A. The Buttons at the top of the Expense: Back to project, will take you back to the project information.



B. The Next one is to save the request.

C. The Convert to RFR, will convert this expense to a Request for Reimbursement. It will automatically attach it to a new Reimbursement request and open the reimbursement request for you.

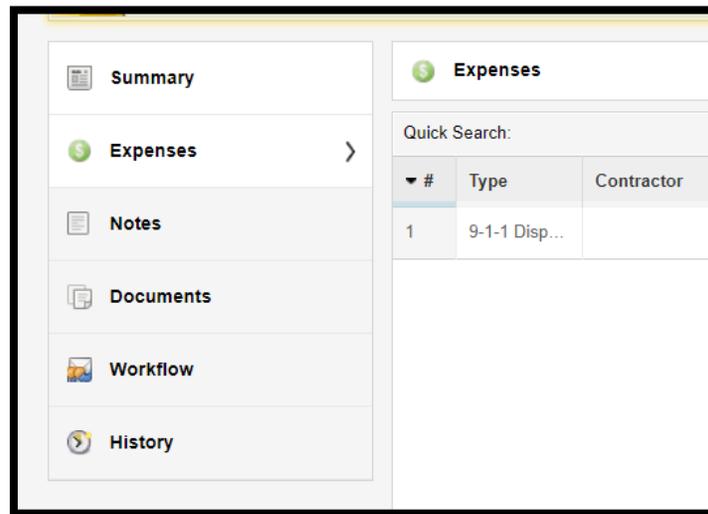
D. New Expense, allows you to create another new expense.

E. The Copy Expense will allow you to copy this expense as a new expense, it will copy all the form information with the exception of the uploaded documents.

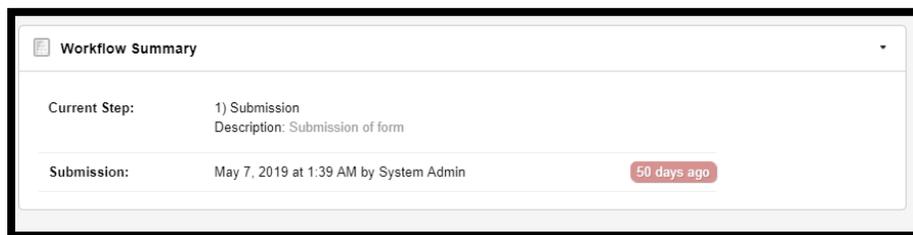
7. Once you have created all your expense lines and you have at least \$5,000 in expenses, you are now ready to create your reimbursement Request.

Open one of your expense lines, by going to the Expense tab within a project. then click Convert to RFR. When it asks you are you sure you want to convert, click Yes.

8. This will create a new Reimbursement request. Down the left side of the screen you have the Summary Tab, Expenses, Notes, Documents, Workflows and History. This is very similar to any other requests..

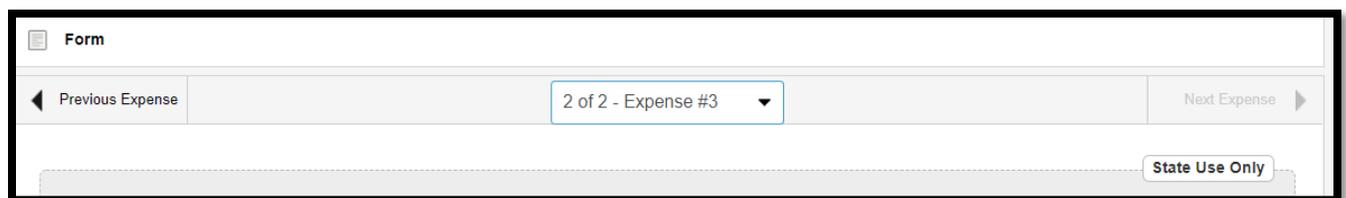


A. If you click the Summary Tab you will see a summary of the request details and the workflow section, telling you the current step this request is in.

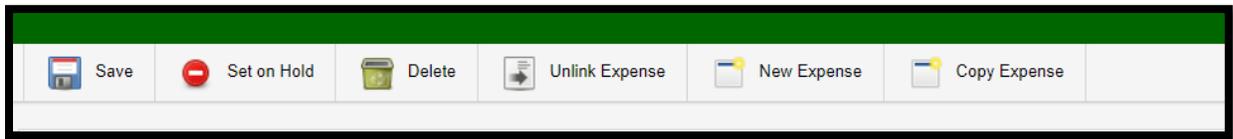


B. The Expenses Tab will be the list of expenses for this reimbursement request. While on this tab, you can click on the Expense Options drop down at the top of the form, and from here you can create a new expense, link an existing expense, move expenses or copy expenses.

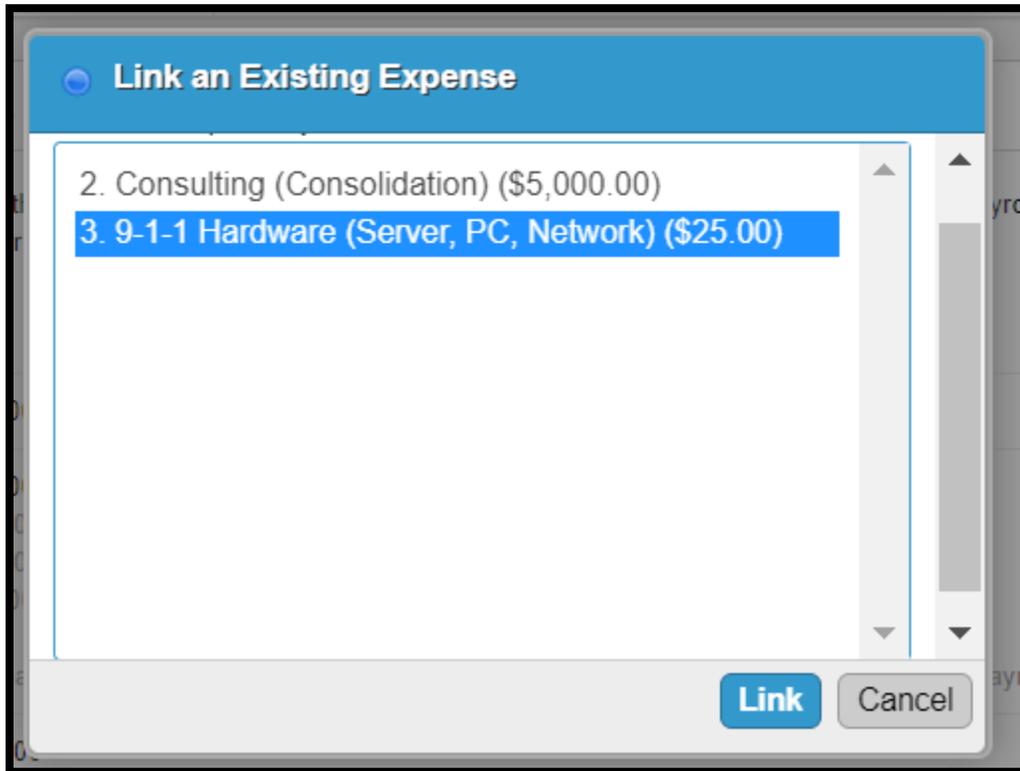
Once you have more than one expense, you will see additional features at the top: The Previous button takes you to the first expense, or you can get there by clicking on the drop down and moving to whatever expense line you would like.



C. In addition you have buttons for each expense that will allow you to, put the expense on hold, delete it, unlink it from this reimbursement request, create a new expense or copy it.

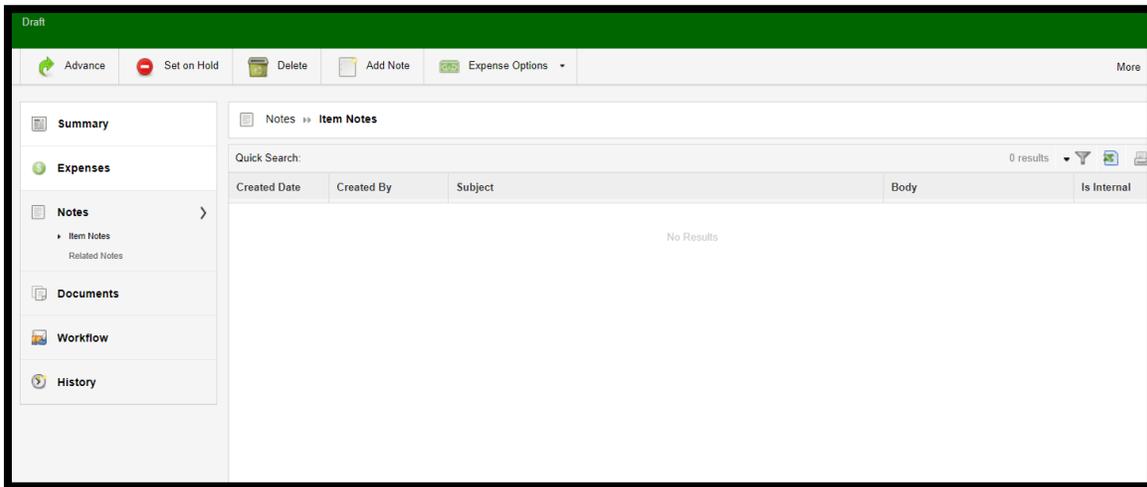


9. Linking an Expense: If you go back to the Project and look at the next Expense option of Link Existing. When you select this, you will get box asking you to select the expense you want linked to this reimbursement request: Select the one you want to link and click link.



10. As with all request within the EM Grants System on the left side of the screen they will each have the Notes, Documents, Workflow and History tabs.

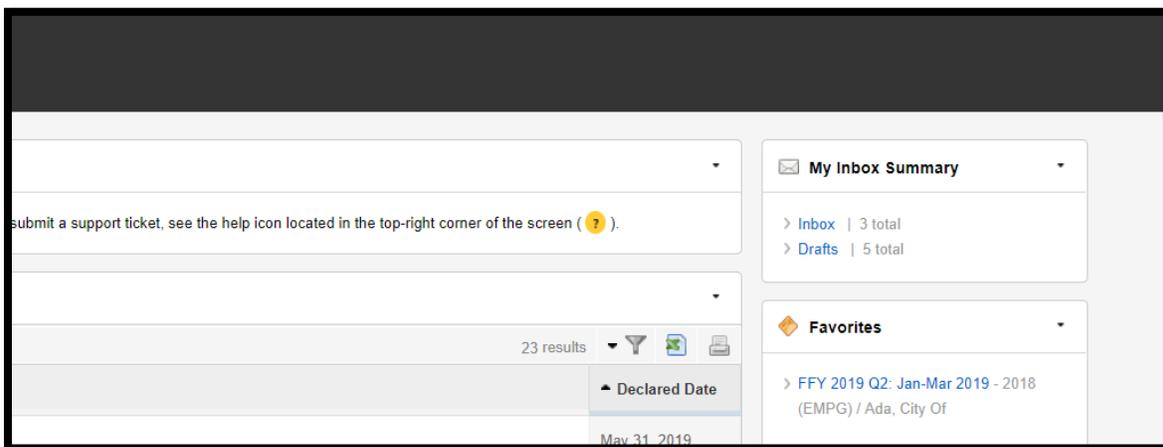
In the Notes tab, you will see any notes that have been added to this request, for this one it is the Reimbursement Request, you can also add a note from here by clicking the Add note button at the top.



- A. The documents tab will list all documents that have been added from the bottom of the screen, it will not show you the documents that were added on each expense line.
- B. The workflow tab will show you the steps in the workflow and which step the request is currently in.
- C. The History tab will show you when the request was created and the dates it progressed through the workflow.

11. Once you have entered all the expenses and uploaded all the documents, you will want to advance this request to OEM for processing. Until you have done this, this request will show in your drafts in your inbox.

You can see this by looking on the right side of the screen, in your My inbox Summary under Drafts.



Or by going to your inbox at the top of the screen, then selecting the Drafts tab. Here you will see all the items you have started but not submitted for approval.

https://okem.test.mb3online.com/app/#inbox?t=drafts&o=createddatetime+desc&p=1&pp=50&s=

Welcome, Fonda Logston

My Inbox

- My Inbox
- Drafts**
- Sent Items
- Support Tickets

Drafts

Quick Search: 5 results

Created Date	Item	Re-Assigned	Days
Jun 26, 2019 4:16 pm	Reimbursement Request - 2018 (E911) / Muskogee City-County E911 / Project #5 - Muskogee Test Project_GIS NG911 Std		0
Jun 26, 2019 3:50 pm	Reimbursement Request - 2018 (E911) / Muskogee City-County E911 / Project #4 - Muskogee - Phase II Deployment Test Grant		0
May 30, 2019 3:10 pm	Testing to see if a saved issue gets lost		27
May 21, 2019 3:34 pm	Project Closeout - 2018 (E911) / Achille, Town Of / Project #2 - FY18 - Project Title		36
May 21, 2019 3:25 pm	Reimbursement Request - 2018 (E911) / Achille, Town Of / Project #2 - FY18 - Project Title		36

Once you are ready to submit it for approval, bring up the reimbursement request and click the Advance Button.

You will get a box, from this box you can submit this request on behalf of someone else, or leave it blank, you can add a note or not. Then click the Advance Button.

Advance this Reimbursement Request

Before Advancing this Reimbursement Request please fill out the necessary information below.

Submit on Behalf of:

Leave a note:

12. You will get a confirmation box indicating it has been successfully advanced and the step it is now in, you can go back to the project, go to your inbox or Close and it will stay on the same screen you came from.

