

Reimbursement Request Checklist for School Districts

- I completed the LEA Contact area, including the phone number
- I completed the Current Expenditures section and Actual Expenditures YTD column
- The expenditures claimed on the Reimbursement Request (RR) are supported by the accounting records I submitted and they are:
 - Coded to correct grant/program
 - Coded to correct object code(s)
 - Requested in the correct object code on RR based on budget
 - Special Rule: It is okay to have an allowable variance of 25% or \$2,500, whichever is greater for the district when I submit the RR.
- IDEA grant: I completed the Service Provider page (Note: Each service by each provider may be totaled. It is not necessary to enter each invoice separately.)
- I attached supporting documentation:
 - Detailed Expenditure Reports – Transaction Level Detail
 - Payroll Reports that include staff name(s) and coding, if claiming salaries and benefits on the RR
 - Documentation that substantiates the amounts by allowable use/age classification in the Program Specific Table, if applicable for the grant
 - IDEA grant: Service Provider Billings
- The expenditures I claimed on the RR are consistent with the application. NOTE: If not, you must amend the application or you won't be able to be reimbursed.
 - Staff are listed on staff page of application
 - Equipment purchased is listed on operational equipment or capital asset pages of application, based on dollar threshold
 - I saved the page and checked for red error messages before I submitted

Additional Notes that matter if you are Submitting a Final RR:

- I marked the box – “Select here if this is the Final Reimbursement Request”
- I completed the Actual Expenditures YTD column (Note: Required to be completed correctly to pay a Final RR)
- I rounded down the total expenditures because I cannot claim more than total budgeted
- I (Re)calculated Closeout Amounts, saved page, and checked for red error messages before I submitted

(Continue →)

Other Tips:

- Save often!
- If doing a final the current expenditures section will disappear once you check the box “final reimbursement”.

Help Desk Email Addresses:

- NDE.GMSData@nebraska.gov
 - Getting a new user set up in GMS
 - System error issues (getting an error code)
 - Creating new applications
- NDE.BGMHelp@nebraska.gov
 - Reimbursement request questions or issues