



# Final Reimbursement Requests

Federal Programs Teams Office  
Hours September 3 & 10, 2025



# Agenda

- Welcome - Introductions
- General Updates from the Federal Programs Team
- Reimbursement for ESSA Programs
- Question & Answer
- Wrap Up



# Welcome & Introductions

<b>--ESSA Consolidated Applications --</b>			
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# General Updates from your friendly Federal Programs Team

- ESSA Consolidated Application is open and due on Tuesday, September 30 at 11:59 p.m.
- Office Hours for Support on the Grant:
  - Wednesday, September 17 at 10:00 CT, 9:00 MT
  - Thursday, September 18 at 2:00 CT, 1:00 MT
- Contact your Reviewer prior to submitting for a quick check before you click the “submit” button



# General Updates continued

- September 30, 2025 - All funds from the 2024-2025 SY must be “obligated”
- November 15 - All reimbursement requests must be submitted through the GMS
- Next Office Hours is for a Refresher on Title I for New Staff or Veteran Staff Members - All are welcome!
  - **Wednesday, October 1 at 10:00 CT, 9:00 MT**



# Reimbursement for ESSA Programs

- Help Desk Support
- Budget & Grants Management Help (B&GM)
- [NDE.BGMHelp@nebraska.gov](mailto:NDE.BGMHelp@nebraska.gov)
  - Customer Service for Reimbursement Request Questions
  - Automated Response will be sent, then the Ticket gets assigned to the appropriate person on the Fiscal Team for them to respond
  - Camelia Rogers is the Director of Grants Management and oversees that process



# Where do I start?

- Best Practice - Submit on a monthly or quarterly basis rather than waiting until the end of the year

**Oops!**



# Walk through a reimbursement request

1. Log into the GMS
2. Select the Fiscal Year of 2025
3. ESSA Consolidated - 6201 Line
  - a. Select Payments

Select Fiscal Year: 2025 ▼

[Click to view Funding Summary](#)

Created								
Collections								
Application Name	Revision	Status	Date	Actions				
Unified Grant Profile	Original Application ▼	Final Approved	3/27/2024	Open	Amend	Delete Application		
Formula Grant								
Application Name	Revision	Status	Date	Actions				
Perkins Consolidated-6720	Original Application ▼	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
SPED IDEA Consolidated-6400	Amendment 1 ▼	Final Approved <a href="#">View GAN</a>	12/2/2024	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated - 6201	Original Application ▼	Final Approved <a href="#">View GAN</a>	1/21/2025	Open	Amend	Payments	Review Summary	Delete Application



# Payments Selected - Then...

[View Reimbursement Requests/Financial Reports](#)

Payment Summary as of 9/2/2025


	TitleI-6200	TitleID-NorD-6230	TitleII-A-6310
<b>Current Year Allocation</b>	\$79,187	\$0	\$15,693
(+/-) Adjustments	\$47	\$0	\$161
(+/-) Multidistrict	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0
Total Funds Available	\$79,234	\$0	\$15,854
<b>Approved Budget --Original Application</b>	\$79,234	\$0	\$15,854
<b>Available for Payments</b>			
Scheduled	\$0	\$0	\$0
Reimbursement	\$79,234	\$0	\$15,854
Total	\$79,234	\$0	\$15,854
<b>Completed Payments</b>			
Scheduled	\$0	\$0	\$0
Reimbursement	\$66,908	\$0	\$13,294
Manual	\$0	\$0	\$0
Total	\$66,908	\$0	\$13,294
<b>Pending Payments</b>			
Scheduled	\$0	\$0	\$0
Reimbursement	\$0	\$0	\$0
Manual	\$0	\$0	\$0
Total	\$0	\$0	\$0
<b>Remaining Available</b>			
Scheduled	\$0	\$0	\$0
Reimbursement	\$12,326	\$0	\$2,560
Total	\$12,326	\$0	\$2,560
<b>NDE Documentation Review</b>			
Date	6/30/2025	N/A	6/30/2025
Amount	\$66,908	\$0	\$13,294

# View Reimbursement Requests/Financial Reports



View Reimbursement Requests/Financial Reports

Payment Summary as of 9/2/2025

**Program**  

**QAhost user**

- Select program...
- TitleI-6200
- TitleID-NorD-6230
- TitleII-A-6310
- TitleIII-EL-6925
- TitleIII-ImmigrantEd-6926
- TitleIV-A-SSAE-6969



# Create a “New Request”

Program  ▼

Cash Requests:

Select a Cash Request/Financial Report from the list(s) below and press one of the follow

Open Request

Create New Request

Delete Request

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	
<input type="checkbox"/>	Reimbursement Request 1	I-CA (R)	7/1/2025 4:17:26 PM	7/1/2025 4:23:36 PM	7/14/2025 1:54:39 PM	Approved

Once you click “Create New Request” the system opens a new reimbursement request.



# Reimbursement Request - Not Final

**LEA Contact:**

First Name:

Superintendent

Phone:

402 867 5309

Email Address:

spublic@abcschooldistrict.com

Last Name:

Public

Ext:

**TitleI-6200**

Actual Expenditures YTD only need to be entered when Financial Report is required

Select here if this is the Final Reimbursement Request

**Object Code Summary:**

Show Budget Summary:  Yes  No

Remove Blank Rows from Display:  Yes  No

Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Ov Un
100 - Salaries	\$55,172	\$46,840	\$0	\$8,332	\$0	
200 - Employee Benefits	\$23,962	\$19,969	\$0	\$3,993	\$0	
300 - Professional & Technical Services	\$0	\$0	\$0	\$0	\$0	
400/500/800 - Other Purchased Services	\$0	\$0	\$0	\$0	\$0	
600 - Supplies	\$100	\$99	\$0	\$1	\$0	
700 - Capital Assets	\$0	\$0	\$0	\$0	\$0	
Indirect Costs (max approved rate is 5.0471%)	\$0	\$0	\$0	\$0	\$0	
<b>Totals:</b>	\$79,234	\$66,908	\$0	\$12,326	\$0	

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

**Expenditures:**



# What does “Actual Expenditures YTD” mean?

- Whether it's a final reimbursement or just a request for some of the funds:
  - The Actual Expenditures YTD (year to date) means the total amount that you have asked for reimbursement this year + how much the current claim is for.
  - It's a total for the year!
  - It's not just the current amount!
  - If you put \$0 in this section or in the middle section (on the next slide) it will treat it as a \$0 request.



# Middle Section of the RR

**Expenditures:**

**Expenditures Object Code**

100 - Salaries  
200 - Employee Benefits  
300 - Professional & Technical Services  
400/500/800 - Other Purchased Services  
600 - Supplies  
700 - Capital Assets  
Indirect Costs

to  Enter as MM/DD/YYYY

to obtain specific source documentation from subrecipients prior to making payments. Additionally, to keep from potential duplication of review with the NDE fiscal monitoring and in accordance with the NDI

Expenditures being claimed on this reimbursement request.

**Current Expenditure**

\$0  
\$0  
\$0

**Total Expenditures:** \$0

[Add Additional Entries](#) [Save Page](#) [Calculate Totals](#)

**Delete**

- Often referred to as the Current Expenditures Section.
- This section is only completed on a RR that is not marked Final.
- This section is not there if the RR is marked Final.
- Don't leave the boxes with \$0's if you are requesting any money.
- This section generates the total you are requesting on all RR's, but the Final.

# Final Reimbursement

## LEA Contact:

First Name:

Superintendent

Last Name:

Public

Phone:

402

867

5309

Ext:

Email Address:

spublic@abschooldistrict.com

## TitleI-6200

### Object Code Summary:

Show Budget Summary:  Yes  No

Remove Blank Rows from Display:  Yes  No

Actual Expenditures YTD must be entered

Select here if this is the Final Reimbursement Request

Expenditure Object Code

Budgeted

Submitted  
Expenditures  
YTD  
1

If a Final is marked that means all paid amounts are being asked for reimbursement. No more claims will be allowed.



# What if...

- I'm in the middle of the RR work and I walk away from my computer?
  - If you didn't save and you get timed out, you'll have to re-input the information.
  - If you do hit the "save", the information you inputted will be there next time you go into the system.

Program

Cash Requests:

Select a Cash Request/Financial Report from the list(s) below and press one of the following buttons:

[Open Request](#)

[Create New Request](#)

[Delete Request](#)

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	Status
<input type="checkbox"/>	Reimbursement Request 2		9/2/2025 8:29:17 AM			Not Submitted
<input type="checkbox"/>	Reimbursement Request 1	I-CA (R)	7/1/2025 4:17:26 PM	7/1/2025 4:23:36 PM	7/14/2025 1:54:39 PM	Approved



# What if...

- The amount I'm requesting for a certain budget code is more or less than what I have budgeted in the grant?
  - If the amount is within 25% or \$2,500, whichever is more beneficial to the district, an amendment is not needed.
- I have unspent allocated money?
  - Depending on the amount, the year it was allocated, and the program you can either carryover the amount or release it to NDE.
    - Title I: 15% carryover limitation
    - Title II, III, IV: No carryover limitation if it is not carryover from two years ago.



# Items Needed for RR Submission

- For Final RR: YTD Reports for the grant
- For non-Final RR: General Ledger for the period you are requesting reimbursement.
- In all instances, credit card, travel and reimbursement documentation must be attached if applicable.

of expenditures noted below.

## **LEA Submitter**

Select the box(es) for each type of specific expenditures being claimed on this reimbursement request.

- Credit card purchases
- Travel expenditures
- Reimbursements to individuals/staff
- None of the above apply

Add Comment to NDE

Add Comment to LEA



# Uploaded Document Restrictions

Enter expenditure amounts and save prior to submission

## Upload Area: YTD Detailed Expenditure Reports

This is required documentation, must support the amount being requested for reimbursement.

Attach Document

File name cannot include special characters (e.g.: \$, #, &, '), and cannot exceed 10 MB. Uploading files that do not comply with these restrictions may result in error and loss of data.

Choose File No file chosen

Save Page

Oh \*\$&@ - Special Characters are problematic. Just don't use them in documents you are trying to upload.



# Common issues:

- Not submitting a “Final”;
  - All grants must have a Final submitted even if it’s for \$0
- If you don’t complete the middle section with amounts and submit them with nothing in that section the system thinks you aren’t requesting any money;
- Required documentation not attached;
- Title IV Program Specific Table not completed correctly;
- General Ledger cannot exceed grant amount; and
- General Ledger does not match expenditures.



# Questions and Answers





- Reimbursement Request Checklist
- Call us
- Put in a Help Desk Ticket for support
  - **Help Desk Ticket Address:**  
[NDE.BGMHelp@nebraska.gov](mailto:NDE.BGMHelp@nebraska.gov)
- Don't do this alone!
- NDE can help!



Thanks for attending!!



Have a great rest of your day!

