REIMBURSEMENT REQUEST GUIDE

Table of Contents
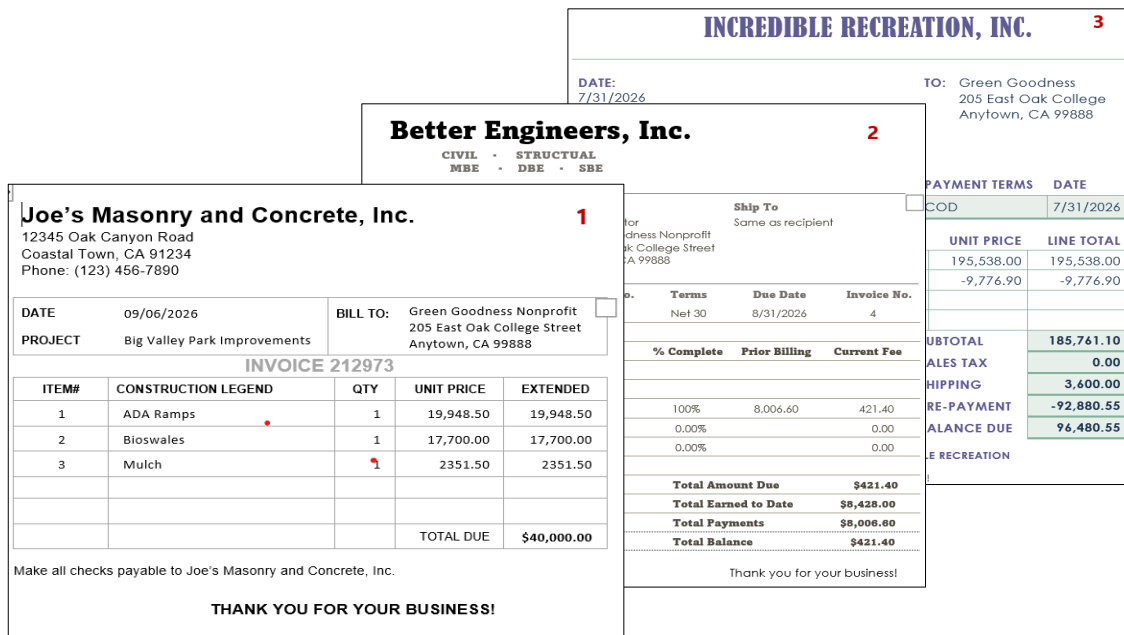
Reimbursement Request Guide

- This guide offers instruction on how to prepare and submit a reimbursement request.
- An organized and complete request will shorten review and approval time.
- Reference your approved grant scope of work and budget to confirm eligible costs PRIOR to expending funds.
- Ineligible project costs or costs with incomplete documentation cannot be reimbursed.
- Need help identifying eligible expenses or the right backup documents? See FAQs within this document or contact your Grant Administrator.

Step 1 – Organize and Compile Backup Documents

1. Organize invoices/receipts for paid project expenditures.

2. Make sure all invoices are legible. If helpful, write clarifying notes on invoices to assist Grant Administrator review.

3. Organized invoices/receipts should be scanned into single pdfs of approximately 50 pages each.

4. Scan invoices in the same order the corresponding expenses are listed on the Project Expenditures Form (Tab 1 of the Reimbursement & Reconciliation Workbook). See example of a completed Project Expenditures Form under Step 2 below.

5. A naming suggestion for the PDF is "Invoices." If there are multiple PDFs of approximately 50 pages, add numbers to file names e.g., "Invoices 1," "Invoices 2," etc.

An example of scanned invoices. The red numbers at the top right corner of each invoice refer to line numbers in the Project Expenditures Form.

Step 2 – Fill Out Applicable Tabs in the Reimbursement & Reconciliation Workbook

1. In the Reimbursement & Reconciliation Workbook, there are three worksheets (Tabs 1-3) for listing different types of expenses.

    *   The Project **Expenditures** Form (Tab 1) is where you list most direct project costs, including materials, supplies, contracted or consultant services, travel expenses, mileage, stipends etc.
    *   The Grantee **Labor** Costs Form (Tab 2) is for your employee labor costs related to the grant project.
    *   The Grantee-Owned **Equipment** Costs Form (Tab 3) is where you invoice the grant for use of your equipment during the construction phase of a grant-funded project.

2. Fill out the applicable worksheets within the Reimbursement & Reconciliation Workbook. A naming suggestion for the saved file is "Workbook." Attach the Workbook to your reimbursement request email as an Excel file.

Project Expenditures Form

Grantee Name	Grant Number
Green Goodness Nonprofit	GN1029-0

Line #	Payment Recipient	Task No.	Payment Date	Payment Type	Invoice Date	Payment Amount
1	Joe's Masonry and Concrete	3.3	9/25/2026	ACH	9/6/2026	$ 40,000.00
2	Better Engineers, Inc.	2.1	8/29/2026	ACH	8/1/2026	$ 421.40
3	Incredible Recreation	3.4	8/29/2026	ACH	7/31/2026	$ 96,480.55
			Subtotal			$ 136,901.95
			Indirect Costs for Expenditure Period			$ 25,000.00
			Total to Be Reimbursed or Reconciled			$ 161,901.95

1 Project Expenditures	2 Labor	3 Equipment	4 Reimbursement Request Form	5 Reconciliation of Advance	+

An example of a completed Project Expenditures Form. Note the highlighted line numbers in the far-left column. Backup invoices should be scanned in the same order expenses are listed here.

Step 3 – Update Your Payment Tracker

1. Your Grant Administrator will provide you with a customized Payment Tracker with the project cost estimate from your Grant Agreement. Each time you prepare a Reimbursement Request, update this spreadsheet to show how the amount requested is allocated among the various line items in the cost estimate.

2. A naming suggestion for the saved file is "Payment Tracker." Attach the file to your reimbursement request email as an Excel file.

PAYMENT TRACKER

GRANT NO. GN1029-0
GRANTEE. Green Goodness Nonprofit
PROJECT TITLE. Community Park Greening

TASK NO.	LINE ITEM DESCRIPTION	CNRA GRANT	#1 4/1/26 - 6/30/26	#2 7/1/26 - 9/30/26	TOTAL REQUESTED TO DATE	GRANT FUNDS REMAINING
1.0	**Project Management & Administration**					
1.1	Project Planning & Management	$ 50,000.00	$ 40,525.00		$ 40,525.00	$ 9,475.00
1.2	Community Outreach	$ 16,000.00	$ 8,590.00		$ 8,590.00	$ 7,410.00
	TASK 1.0 SUBTOTAL	$ 66,000.00	$ 49,115.00	$ -	$ 49,115.00	$ 16,885.00
2.0	**Planning Design & Permitting**					
2.1	Design & Engineering	$ 45,000.00	$ 42,586.21	$ 421.40	$ 43,007.61	$ 1,992.39
2.2	CEQA	$ 4,000.00	$ 3,589.00		$ 3,589.00	$ 411.00
	TASK 2.0 SUBTOTAL	$ 49,000.00	$ 46,175.21	$ 421.40	$ 46,596.61	$ 2,403.39
3.0	**Construction**					
3.1	Trees and shrubs - Stock, Supplies, Labor	$ 25,000.00			$ -	$ 25,000.00
3.2	Plant Bed Preparation	$ 2,200.00			$ -	$ 2,200.00
3.4	Mulch	$ 7,000.00			$ -	$ 7,000.00
3.3	Concrete Edging	$ 50,000.00		$ 40,000.00	$ 40,000.00	$ 10,000.00
3.4	Playground Equipment	$ 100,000.00		$ 96,480.55	$ 96,480.55	$ 3,519.45
	TASK 4.0 SUBTOTAL	$ 184,200.00	$ -	$ 136,480.55	$ 136,480.55	$ 47,719.45
	CONTINGENCY	$ 15,000.00			$ -	$ 15,000.00
	GRAND TOTAL	$ 314,200.00	$ 95,290.21	$ 136,901.95	$ 232,192.16	$ 82,007.84

CNRA USE ONLY					
	LESS 10% RETENTION WITHHELD	$ 9,529.02	$ 13,690.20	$ 23,219.22	◄ TOTAL RETENTION
	PAYMENT AMOUNT	$ 85,761.19	$ 123,211.75	$ 208,972.94	◄ TOTAL PAID
	DATE AUTHORIZED	1/21/2025	2/12/2025	$ 105,227.06	◄ ENCUMBERED

An example of a completed Payment Tracker. Note "Task No." column in the Project Expenditures Form corresponds to the "Task No." column in the far-left column of the Project Tracker.

Step 4 – Complete the Reimbursement Request Form within Docusign and Download

1. Instructions and a link to complete the Reimbursement Request Form within Docusign are on Tab 4 of the Reimbursement & Reconciliation Workbook.

Fill out the Reimbursement Request Form

Step 1: Confirm the total amount is correct

Total Amount of Request: $ 161,901.95 Enter this amount on the Reimbursement Request Form
(Sum of all worksheets)

Step 2: Click the link below to launch the tool and access the form.
Reimbursement Request Form

Step 3: Download the signed form
Docusign will send an email with the final signed form attached.
Download the form and save it to your computer. A suggested name for the file is "Request Form."

Step 4: Email your request to bgpayments@resources.ca.gov
Attach the signed Request Form, Invoices, Workbook, and Payment Tracker.

> 1 Project Expenditures | 2 Labor | 3 Equipment | **4 Reimbursement Request Form**

2. Under Step 1 there is a cell that totals the sum of all worksheets. Confirm the Total Amount of Request shown is correct. This is the number you will transfer to the Reimbursement Request Form.

3. Click the Reimbursement Request Form link under Step 2 to open the Reimbursement Request Form within Docusign.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Project Manager (Day to Day Contact Person)

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Authorized Representative (Signer)

Name:
Full Name

Email:
Email Address

Begin Signing

4. The link will take you to the Docusign website and display the Power Form Signer Information shown on the left. Enter the name and email address for the person who will complete the form (the Project Manager) and your organization's Authorized Representative, who will sign the form.

5. A Reimbursement Request Form will generate. Fill out all fields.

6. Docusign will collect signatures and email the signed Reimbursement Request Form to the Program Manager and Authorized Representative.

7. Download the signed form from the Docusign email. A naming suggestion for the saved file is "Reimbursement Request." Attach the file to your reimbursement request email.

Step 5 – Submit the Reimbursement Request via Email

- Attach all four files (more if you have multiple PDFS of Invoices) and email them to bgpayments@resources.ca.gov, as shown below.

- You will receive an email confirming receipt within 2 business days.

Your Grant Administrator will reach out with questions, if needed, during the approval process. Once your request is approved, a check will be mailed from the State Controller's Office within approximately six weeks.

Questions? See the Frequently Asked Questions in this document and/or contact your Grant Administrator.

Frequently Asked Questions (FAQs)
about CNRA Reimbursement Requests

How often should I submit a Reimbursement Request?

- This depends on your organizational needs, but best practice is submitting a reimbursement request at least quarterly. Reimbursement requests may be submitted as often as monthly if needed.
- Seeking reimbursement for all projects costs in one request at the end of a project is strongly discouraged.

How do I know if an expense is eligible?

- Expenses must be part of your approved grant agreement to be reimbursed.
- Check the following documents to confirm eligible costs PRIOR to spending funds:
  - Grant Agreement Exhibit A (scope of work): is the expense necessary to accomplish a grant deliverable listed in the scope of work?
  - Grant Agreement Exhibit A-1 (cost-estimate): do you see a line item/task number that corresponds to your expense?
  - Payment Tracker: do you have funds remaining in the line item/task number for your expense? If not, contact your grant administrator about adjusting the budget.
- Consult the grant program guidelines. Most contain an appendix or section on eligible expenses.
- If you are unsure about eligibility, contact your Grant Administrator.

What can I do if an expense was denied due to incomplete documentation?

- If an expense was denied because of incomplete documentation, it can be resubmitted with the full documentation in a later reimbursement request.

What is a Project Expenditure and what backup do I need to include?

- Project expenditures include most direct project costs, including materials, supplies, contracted or consultant services, travel expenses, mileage, etc.
- Submit an invoice or receipt for each expenditure showing the date of issue or purchase, the payee's name, items purchased or services performed, and total cost.
- Some expenses require additional or alternative backup documents:

Food backup (only eligible in select grant programs)

- Food receipts should include a note indicating: 1) event date; 2) purpose for food expense; and 3) number of participants that were fed.

Mileage backup

- Mileage should be billed at the rate reimbursed to the employee, but no greater than the State mileage rate at the time of travel.
- For grantee-owned vehicles: submit a mileage log showing destination, miles, and grant purpose for travel in lieu of an invoice/receipt.
- For personal vehicles: submit a signed employee expense form (per grantee's standard business practice) in lieu of an invoice/receipt.

Youth Stipends for Youth Community Access grants

- Document youth participation in the program via a signed agreement/enrollment form between the youth recipient (or parent/guardian) and the grantee.
- Youth stipends for program projects should be entered on the expenditure form.
- If the stipend is paid with a gift card, provide: 1) the gift card purchase receipt and 2) signed participation agreements for each recipient.
- Grantee should maintain a tracking sheet detailing all gift-card stipends disbursed, including the gift card amount, the recipient, and the date of the receipt, to be produced at audit or at Grant Administrator request.

How should I organize my invoices/receipts for Project Expenditures?

- Assemble invoices/receipts in the same order as the expenses listed on the Project Expenditure form (see line numbers in column A) into one PDF.
- If an invoice is partially paid with grant funds, indicate on the invoice the amount billed to the grant and the amount billed to other funding sources.
- If an invoice includes costs for several grant budget tasks, provide a breakdown of the amounts charged to each task on the invoice.

When can I seek reimbursement for contractor retention?

- Retention that is withheld from a construction contractor invoice must have been paid by the grantee before it can be reimbursed by the grant.

What are Grantee Labor Costs and what backup do I need to include?

- Grantee labor costs are your in-house employee costs for working on the grant project.
- You may bill the grant for your employee salary and benefits for work performed on the grant project.
- Only salary plus benefits is eligible. No indirect rates or overhead costs may be folded into the hourly rate. No billable rates may be used.
- Salary and benefits should be combined into one hourly rate for each employee.
- Employee labor must be computed on actual time spent on the project as evidenced by time sheets describing work performed, unless otherwise specified in the grant program guidelines.
- No backup documentation should be submitted with this form. However, grantees should be prepared to submit documentation if requested by a grant administrator. Additional backup documentation must be retained in event of an audit, see list below.

What are Grantee-Owned Equipment Costs and what backup do I need?

- Grantee-owned vehicles used to transport personnel and supplies should not be charged as equipment. Instead, grantees may bill mileage for use of their vehicles as a project expenditure.
- Grantee-owned trucks may only be charged as equipment if they are used to accomplish construction work on a project.
- Grantees may charge a daily or hourly rate for use of grantee-owned equipment. Rates should not exceed average rental rates for similar equipment.
- The California Department of Transportation equipment rental rates may be used as a guide for appropriate equipment types and rates to be used on this form.
- No back up documentation should be submitted with this form. However, grantees should be prepared to provide back up if requested by a grant administrator.
- Additional backup documentation must be retained in event of an audit, see list below.

What are indirect costs?

- Indirect costs are expenses related to the general operation and support of an organization or project. Examples include rent for office space, utilities, insurance, office supplies, administrative salaries, and accounting. Indirect costs are also called overhead or administrative costs.
- Unlike direct costs, which are easily traced to a specific project, indirect costs are shared across multiple projects or the entire organization. Indirect costs are typically calculated as a percentage of the direct costs of a project. This percentage is called the **indirect cost rate**.
- Organizations determine their indirect cost rate using an accounting methodology of their choice following generally accepted accounting principles.
- You must maintain records to support your organization's indirect cost rate and provide those records in the event of an audit.
- Food and beverages, fundraising, lobbying and entertainment may not be included in your indirect cost rate. Any cost billed as a direct expense also may not be included.

How do I bill the grant for indirect costs?

- Check the grant program guidelines to verify indirect costs are allowed. The guidelines will state any limitations on indirect cost rates. Most CNRA grant programs allow a maximum indirect cost rate of 15% of the direct costs of the grant.
- Indirect costs should be included as a line item in the approved project budget.
- Indirect costs billed to the grant are entered at the bottom of the Project Expenditures Form.

Project Expenditures Form

Grantee Name	Grant Number					
Green Goodness Nonprofit	GN1029-0					

Line #	Payment Recipient	Task No.	Payment Date	Payment Type	Invoice Date	Payment Amount
1	Joe's Masonry and Concrete	3.3	9/25/2026	ACH	9/6/2026	$ 40,000.00
2	Better Engineers, Inc.	2.1	8/29/2026	ACH	8/1/2026	$ 421.40
3	Incredible Recreation	3.4	8/29/2026	ACH	7/31/2026	$ 96,480.55
			Subtotal			$ 136,901.95
			Indirect Costs for Expenditure Period			$ 25,000.00
			Total to Be Reimbursed or Reconciled			$ 161,901.95

1 Project Expenditures | 2 Labor | 3 Equipment | 4 Reimbursement Request Form | 5 Reconciliation of Advance | +

An example of a completed Project Expenditures Form. The blue arrow shows where indirect costs for the expenditure period should be entered.

What documentation must I retain for audit?

The following backup documentation for reimbursement requests should be retained in the event of an audit or to be provided at a Grant Administrator's request.

For Project Expenditures, this includes but is not limited to:
- Proof the expenses claimed were paid in full.
- If a credit card was used to pay the expense, proof the amount charged to the credit card was paid off.

For Grantee Labor Costs, this includes but is not limited to:
- Pay stubs or payroll records showing employees' pay rates or salaries and proving employees were paid.
- Documentation supporting employee benefits billed to the grant.
- Documents used to calculate the hourly rates billed for each employee on the Grant-Labor Costs Form.

For Grantee-Owned Equipment Costs, this includes but is not limited to:
- Grantee's Equipment Rate Policy
- Log of equipment use, identifying operator, hours, and hourly rate. Log should be signed by the operator and supervisor, when possible.

For Indirect Costs, this includes but is not limited to:
- A cost allocation plan or other method for determining indirect rates.
- All back up documentation supporting the indirect cost rate calculation.
- Any other document relevant to supporting indirect costs charged to the grant.