MISSISSIPPI RURAL HEALTH TRANSFORMATION

How to Submit a Request for Reimbursement

Awardee Guide for Approved Sub-Awards

Use this guide to review available funding, create reimbursement line items, attach supporting documentation, submit a request, and respond if additional information is requested.

Before you begin: Confirm that the expense is associated with an approved budget category and that enough funding remains available in that category.

1 Open the Approved Award

1. Log in to the award portal: https://apply.mississippirhtp.com/login
2. Locate the approved application.
3. Select View/Manage to open the award.
4. Select the Reimbursement tab.

2 Review Funding and Available Balances

At the top of the Reimbursement page, review the funding summary before creating a request:

- Total Approved Amount - the funding approved for the award.
- Reimbursement Requested - the total amount included in requests already submitted.
- Paid Amount - reimbursements that have been processed and paid.
- Available Amount - the award balance remaining for reimbursement.

Also review the funding table by budget category. The Available column shows the balance remaining in each approved category.
Important: Verify that sufficient funds remain in the specific budget category you intend to charge. Do not submit expenses against a category without an adequate available balance.

3 Create the Reimbursement Request

Choose either method below:

- From the funding table, locate the approved budget category that matches the expense and select the plus sign (+) beside it. The portal will automatically populate the funding type, subtype, and object class.
- Alternatively, select New Request to create a blank entry, then choose the approved budget category from the drop-down fields.

4 Add Each Expense Line

- Enter an Item Description that clearly explains the expense.
- Enter the reimbursement Amount.
- Both the Item Description and Amount are required before documentation can be added.

- A single request may include multiple line items and expenses from multiple approved budget categories.
- Multiple expenses may also be charged to the same budget category when each expense has its own description and line item.

Optional fields may be used to provide vendor or employee information, reference numbers, invoice dates, payment references, and payment dates. Complete information can help reviewers process the request more efficiently.

5 Save the Request as a Draft

- Save the request as a draft after entering the required description and amount for each line item.
- Saving the draft allows you to add the required supporting documents to each entry.

6 Upload Supporting Documentation

- Upload the required supporting documentation for each reimbursement line item.
- After selecting each file, click the confirmation checkbox to complete and confirm the upload.
- Check that each document is attached to the correct expense line before submitting.

Documentation reminder: The training requires supporting documents for each entry but does not identify specific document types. Follow your sub-award, program guidance, and instructions from your program administrator regarding the documentation required for each expense.

7 Review and Submit

- Confirm that all reimbursement line items are complete.
- Verify that descriptions, amounts, budget categories, and optional supporting details are accurate.
- Confirm that the required documentation is uploaded and the upload checkbox has been selected for each file.
- Submit the request for review.
- After submission, confirm that the request shows a Submitted status.

8 Track Submitted Requests

- Select Past Requests to view and review previously submitted reimbursement requests.
- Use the request status to monitor where the reimbursement is in the review process.

9 Respond to a Returned Request

- Open the returned reimbursement request.

- Review all comments provided by the reviewer.
- Make the requested corrections or provide the requested information.
- Upload additional supporting documentation if needed.
- Select Resubmit Request.
- After resubmission, the request will return to Under Review status for continued processing.

Final Submission Checklist

- The expense is allowable under the sub-award and falls within an approved budget category.
- The selected budget category has enough available funding.
- Every expense has a clear item description and accurate amount.
- All reimbursement line items are included in the request.
- Required supporting documentation is attached to each entry.
- The confirmation checkbox was selected after every document upload.
- Vendor, employee, invoice, reference, payment, and date information is included when available.
- The entire request was reviewed for accuracy before submission.

Need Assistance?

Contact the BDOGS support team by emailing awardee@mississippirhtp.com for assistance with portal access, documentation requirements, returned requests, or other reimbursement questions.