

A Guide to Submitting SCBGP Reimbursement Requests to GDA

First, before you spend money against your SCBGP grant, CHECK YOUR APPLICATION BUDGET (refer to the *final version* of your SCBGP application that you received in Sept. or Oct. of the project year). Is the expense listed? Yes? Proceed to buy. No? STOP! Send an email to GrantsDivision@agr.georgia.gov and ASK if you can purchase it, along with a justification as to WHY it's integral to the project's activities and goals. If you don't, you run the risk of the expense being disallowed. For reference, allowable/unallowable costs are set by USDA & GDA and are listed [here](#).

Note that most of the below info (and more!) is contained in the [SCBGP Manual](#), which you should read and refer to regularly as you administer this grant.

Plan to send reimbursement requests to GDA quarterly, but no more often than monthly, by following these steps:

1. Create an INVOICE. It should be to the Georgia Dept. of Agriculture, be dated, contain an invoice number and the address of your organization, along with the full amount of \$ you're requesting for reimbursement.
2. Complete the [Grant Reimbursement Request Form](#). On this form, you will break out the costs by category (Salary, Travel, Supplies, etc.). The total at the bottom right should match your invoice total. When finished, the preparer should sign it, along with someone else in the organization (preferably a director or board chair). Check it against your updated budget to make sure you're not overspending in a category.
3. Attach legible and complete backup documentation for *every* expense listed:
 - a. For *Salaries*, use this [Timesheet](#) form if you don't already have a system to track time spent working on the grant (that you can print and send to GDA). Salaries and fringe (also known as personnel costs) can only be charged for your organization's employees who work on activities *directly related* to this SCBGP project.
 - b. For *Travel*, provide info on who traveled, to where, when, and for what purpose. If they stayed in a hotel, send the hotel receipt(s). Same with plane tickets. If they got meals, request reimbursement at the current per diem rate, found [here](#) (for in-state travel). If they drove somewhere, we need to know where they traveled to/from and the number of miles traveled. Make sure to use the current year's [mileage rate](#). See page 6 of the [SCBG Manual](#) for more info on which rates to use. If they paid a registration fee, include it here too. Here, you may also want to attach an Excel spreadsheet that itemizes the travel costs to make sure it's all clearly explained and adds up correctly. We can send you one to use if needed.
 - c. For *Supplies*, attach receipts/invoices that show what was bought, when, and from what vendor. Circle or highlight the amount on the receipt. If you're submitting 4 or more receipts, itemize each purchase on the Grant Reimbursement Form or on an Excel spreadsheet.
 - d. Same goes for *Other*, which is a category for expenses that don't fit elsewhere. Again, those that are approved will be listed on your final approved application budget.
 - e. For *Equipment*, same as above. These purchases (for a single item over \$5K) are rare and must be approved well in advance. Remember that you must carry insurance on the equipment for the life of the project and the item must be available for inspection by GDA at any time.
 - f. For *Contractual* expenses, you must include a copy of the contract/agreement and it must be fully executed (signed by all parties) *before* work begins. Plan to keep your procurement records on file (min. 3 quotes for work costing \$5K to \$24,999 and evidence of public notice/competitive bidding if over \$25K). No individual contractor/consultant may be paid more than the federal GS-15 Step-10 hourly rate. All contractors must be checked [here](#) (print results page and include with contract copy) *before* work begins.

Once you have all the above compiled, scan and email it to GDA. If we have no questions and don't require additional documents, you should see the funds in your organization's account (via ACH) within 45 days. *Questions?* Email Grants.Division@agr.georgia.gov **Thanks!**

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