CSP Subgrantee Reimbursement Submission Guide

Practical reference for preparing complete, traceable, and audit-ready monthly reimbursement requests. **This guide supplements the instructions built into Foundant; when Foundant provides a more specific requirement, follow the Foundant instruction.**

Reimbursements are a collaborative process between each school and the Director of Grants Fiscal with administrative review completed before requests move to fiscal audit. Requests are reviewed first come, first served, typically within **3 business days** for complete submissions. A request may be returned once for correction; expenses that remain incomplete, unclear, or unsupported may be moved to the following reimbursement cycle.

Required Submission Standards

1. *Budget Alignment & Coding*
    - Start with the **current approved budget** and confirm that each expense aligns to the approved category, UIN, description/scope, and applicable grant period.
    - Enter the **correct UIN in Foundant**. Only one UIN may be entered for each individual Foundant expense line.
    - Check the amount already reimbursed and the **funds remaining under the UIN** before submitting. Do not knowingly submit an amount that exceeds the available UIN balance without first addressing the budget.
    - Monitor UIN caps and the **10% threshold**; amounts over the applicable threshold without a clear explanation, supporting documentation, and/or prior GSC approval may require a budget revision or result in a partial reimbursement.
    - Do not change coding, UINs, or line details after a return unless instructed by GSC.
2. *Expense Dates, Payment Dates & GL Reconciliation*
    - Enter the Foundant **Date of Expense** based on the category-specific instructions and the supporting invoice, service period, payroll period, or receipt date, as applicable.
    - Enter the **actual Date Paid** shown by the payment record (for example, posted ACH/credit-card date or check/payment date supported by the bank record).
    - The reimbursement request, invoice/service period, proof of payment, and **general ledger (GL)** should tell the same accounting story. Dates do not always have to be identical, but they must make sense together and be supported.
    - If the GL posting/accounting date differs from the date the cost was incurred or services were rendered, **briefly explain the difference** so the expense can be reconciled for fiscal and SEFA reporting.
    - Confirm that the expense is recorded in the **correct federal fiscal year and applicable school accounting period** before submission.
3. *Organization, Sequential Order & File Naming*
    - Upload supporting documents in the **same sequence as the expense lines in Foundant**. Expense 1 documentation should come before Expense 2, Expense 2 before Expense 3, and so on.
    - Keep each expense easy to trace to its **UIN**. When possible, present expenses/UINs in a consistent order across Foundant, the uploaded files, and any combined support packet.
    - For an individual expense-level upload, include only the documentation needed for that expense whenever practical. Avoid mixing unrelated purchases or payments into the same file.
    - For a combined PDF, organize each expense packet in this order: **invoice/receipt → proof of payment → contract/SOW (when required) → calculation/other support**.
    - For a ZIP file, group all files for Expense 1 before Expense 2. **Prefix each file with the Foundant expense number** (for example, “Expense1-”) and include the UIN and document type in the file name.

Reviewer-friendly file naming example

- **Expense1-UINXXXXX-Invoice + POP + Contract.pdf**

OR

- **Expense1-UINXXXXX-Contract.pdf**
- **Expense1-UINXXXXX-Invoice.pdf**
- **Expense1-UINXXXXX-POP.pdf**
- Avoid generic or unclear names such as “scan001.pdf” or unexplained number strings when the file cannot be readily matched to a Foundant expense.

4. *Supporting Documentation & Proof of Payment (POP)*
    - Paid costs only; no pending, estimated, quoted, or otherwise unpaid expenses.
    - Each expense should include: **invoice or receipt, proof of payment, and contract/SOW when required**.
    - POP must be **clear, easy to locate, and traceable** to the amount requested. Bank statements are preferred; screenshots are acceptable when the payment status, date, and amount are visible.
    - When a full bank or credit-card statement is uploaded, **highlight the exact transaction** and, when helpful, note the Foundant expense number and/or UIN beside the payment.
    - An invoice marked “paid” is not a substitute for separate POP when it does not demonstrate that payment actually left the school’s account.
    - If one payment covers multiple invoices, UINs, or requested amounts, provide a **clear allocation/reconciliation** showing how the payment ties to each reimbursement line.
    - All documents must be **legible, complete, correctly oriented, and not blurry or materially cropped**. Key dates, totals, vendor names, payment details, and account/status information must be readable.
    - For supplies/equipment, include **evidence of receipt/delivery** prior to reimbursement when required by the applicable review process.
5. *Calculations, Annotations & Partial Amounts*
    - The amount entered in Foundant must be **directly traceable** to the supporting documents.
    - If the requested amount does not readily equal the invoice, payroll report, benefit report, or payment amount, show the math used to determine the request.
    - Legible **handwritten notes and calculations are welcome** when they help identify UINs, allocations, prorations, or the exact amount being requested. Do not obscure the underlying source information.
    - Highlight totals, service dates, vendor names, relevant line items, payment transactions, and other key details when the source document contains unrelated information.
6. *Purchased Services*
    - Requires both an **executed contract/SOW** (scope, deliverables, service period, rate/fee) and an **itemized invoice** with dates and descriptions that align to the agreement.
    - Proof of payment alone is not sufficient to establish what services were purchased or when they were performed.
    - For partial invoices or allocated service costs, clearly identify the portion requested and the method used to determine it.
7. *Salaries & Benefits*
    - Provide **clear calculations** for all salary and benefit costs. Handwritten calculations are acceptable when legible.

- Payroll documentation must cover the reimbursed period and show the correct allocation/proration, including split-funding percentages and required time-and-effort support.
- Benefits documentation must clearly show **employer-paid amounts** and how they were calculated and paid.
- The payroll/benefit period, Foundant expense date, payment date, requested amount, and GL record should be reconcilable to one another.

8. *Clarifications, Communication & Quality Control*
   - Use the **Clarification Box** when an expense is not explicitly listed in the approved budget or when a date, allocation, partial amount, payment, or other detail needs context.
   - Items that are not clearly budgeted, documented, or explained may be returned or moved to the next reimbursement cycle.
   - Treat this as a reimbursement submission, not a documentation chase. The reviewer should be able to identify what was purchased, why it is allowable, when it was incurred/paid, how the amount was calculated, and where the payment/GL entry appears.
   - Do not submit expenses "to see if they will be approved." Ask questions early when allowability, coding, documentation, or timing is uncertain.
   - Repeated submission-quality issues may result in paused processing until documentation quality stabilizes.

60-Second Pre-Submission Quality Check

Before selecting "Submit Follow Up" in Foundant, confirm each item below. A complete and reviewer-friendly submission reduces returns, processing delays, and downstream fiscal/audit questions.

Check	Confirm
☐ **Budget/UIN**	Each expense matches the current approved budget, correct category/UIN, scope, and available UIN balance.
☐ **Foundant order**	Expense lines are entered in a logical sequence, and the uploaded documents follow the same order.
☐ **File names**	ZIP/PDF files clearly identify the expense number, UIN, and document type where applicable.
☐ **Invoice/receipt**	The invoice or receipt is complete, readable, and shows the vendor, date, description, and total.
☐ **Proof of payment**	POP is clearly labeled/easy to find; the relevant transaction is highlighted and shows date, amount, and payment status.
☐ **Contracts/SOW**	Required agreements are executed and align to the invoice/service period.
☐ **Math**	Any allocation, proration, partial request, or multi-invoice payment includes a clear calculation or reconciliation.
☐ **Dates/GL**	Expense/service dates, payment dates, Foundant entries, and GL/accounting periods are accurate and reconcilable; differences are explained.
☐ **Legibility**	No blurry, cropped, sideways, or unreadable documents; highlights/annotations do not cover key source information.
☐ **Clarification**	Any unusual item, date, payment, coding issue, or supporting detail is explained before submission.

Bottom line

- **A reviewer should be able to trace every requested dollar from the approved UIN → Foundant expense line → invoice/receipt or payroll support → calculation → proof of payment → GL entry without having to search, infer, or recreate the school's work.**
- When something is not obvious, explain it before submitting.