



REIMBURSEMENT REQUEST HELP DOCUMENT

OVERVIEW

Contract Status

Grantees can only request reimbursement from a project that has a status of Executed (contract signed by the Grantee and DRPT). Executed projects will have a dollar bill icon in the Reimburse column. Contracts signed after OLGA Grant Management goes live will have a contract icon with a green checkmark in the Contract column. See projects 10000-01 and 10000-03 below on the Manage My Grants page.

OLGA - Manage Grants - Project Summary - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx

OLGA - Manage Grants - Project Summary

OLGA **DRPT**
Virginia Department of Rail and Public Transportation

Home > Grant Management > Manage My Grants

Welcome Jamie Motley! Last Login: 9/12/2012 9:01 AM [Logout](#)

Manage My Grants

Display projects: Open Executed Closed Archived [Refresh](#)

Contract Key:
 Unsigned
 Signed By Grantee
 Signed by Grantee & DRPT

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	7/2/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$101,749,292	\$9,100,708	7/2/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

[Return](#)

Requesting Reimbursement

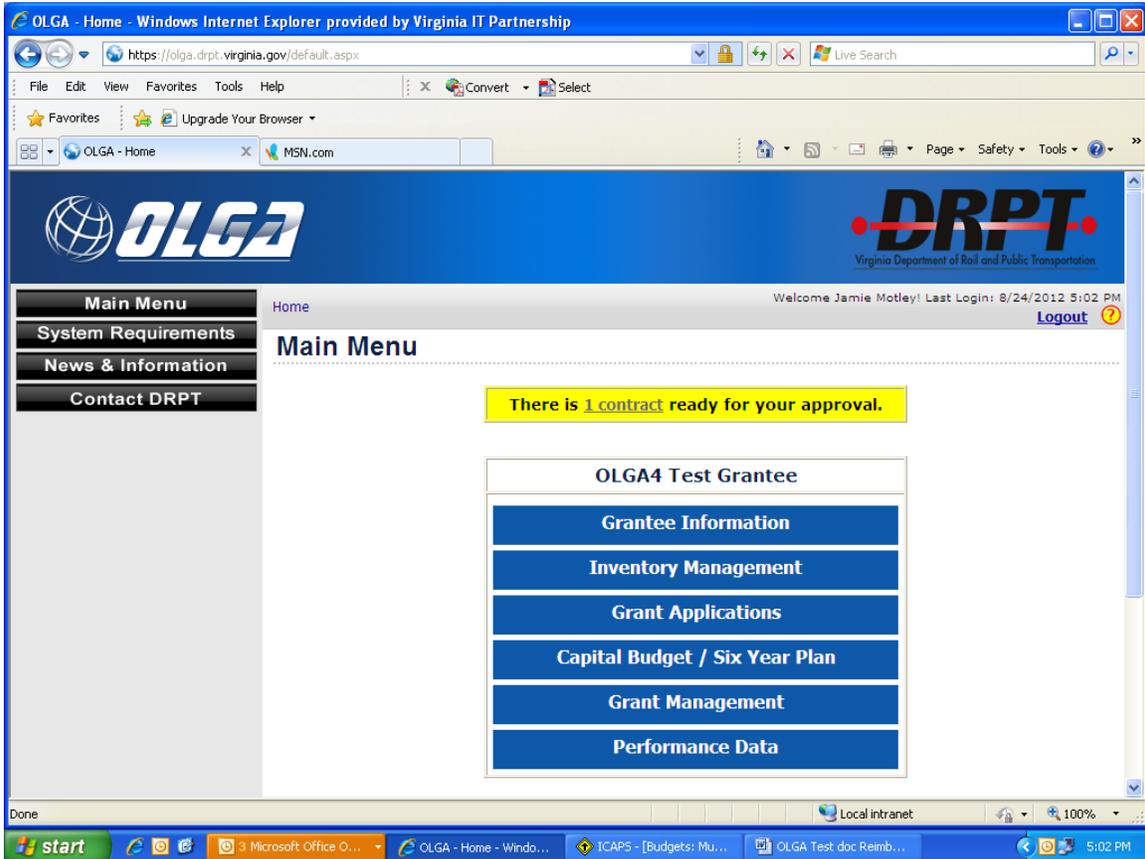
Select the dollar bill icon related to the project that you want to request reimbursement and it will take you to the reimbursement request page where you can key in the amount of reimbursement requested, attach supporting documentation, and submit the reimbursement request to DRPT.

NOTE: State operating and rideshare payments are made on a schedule and no reimbursement request is necessary.

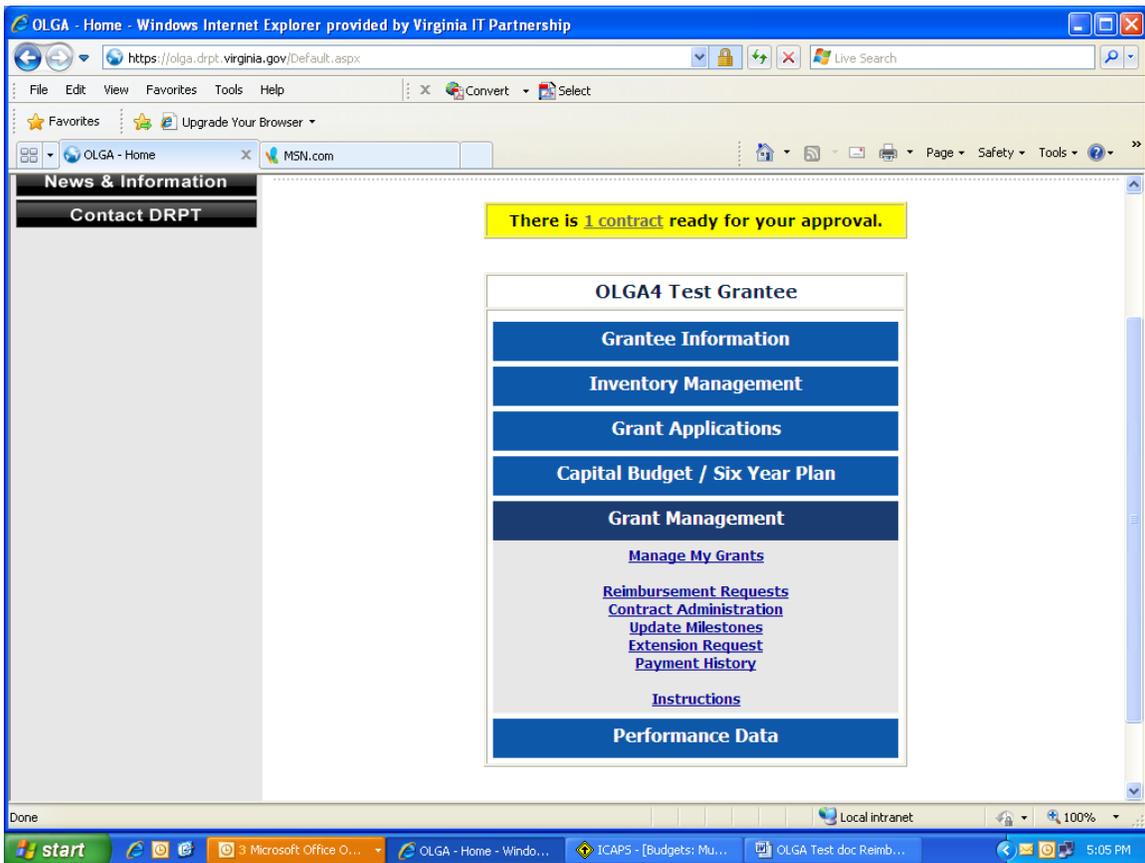
Status of Reimbursement Requests



If you select the dollar bill icon on the Manage My Grants page you will see the status of all recently created reimbursement requests for the specific project selected. If you select the Reimbursement Request link above you will see the status of all recently created reimbursement requests for ALL projects.



Once you log in to OLGA you will see the screen above which is the Main Menu. Select the Grant Management link and you will see the following screen.



Select the Manage My Grants link which will show all projects for your entity.

Alternatively, you can select the Reimbursement Requests link to request reimbursement, but you must know the specific project number and select it.



OLGA - Manage Grants - Project Summary - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx

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OLGA **DRPT**
Virginia Department of Rail and Public Transportation

Home > Grant Management > Manage My Grants Welcome Jamie Motley! Last Login: 8/29/2012 4:52 PM [Logout](#)

Manage My Grants

Display projects: Open Executed Closed Archived [Refresh](#)

Contract Key:
 Unsigned
 Signed By Grantee
 Signed by Grantee & DRPT

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	6/30/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$0	\$110,850,000	6/30/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

[Return](#)

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The Manage My Grants page shows all projects for your entity. The list can be filtered by the status of the project.

- Open – Contract still needs to be signed by Grantee, DRPT, or both.
- Executed – Contract has been signed by the Grantee and DRPT and reimbursement request can be submitted.



- Closed – Project has been completed and closed.
- Archived – Old Closed projects.

Reimbursement can only be requested for projects that have a status of Executed which are represented by a dollar bill icon in the Reimburse column. Contracts signed after OLGA Grant Management goes live will have a contract icon with a green checkmark in the Contract column.

NOTE: State operating and rideshare payments are made on a schedule and no reimbursement request is necessary.

Select the dollar bill icon to request reimbursement for a specific project and you will see the following screen.

The screenshot shows a web browser window displaying the OLGA Manage Grants Invoices application. The page title is "Reimbursement Requests" and the URL is "https://olga.drpt.virginia.gov/ManageGrant/Invoices.aspx". The page includes a navigation menu on the left with options like "Main Menu", "System Requirements", "News & Information", "Contact DRPT", "Grant Management", "Manage My Grants", "Reimbursement Requests", "Contract Administration", "Update Milestones", "Extension Request", and "Payment History". The main content area shows a table of reimbursement requests for project 10000-01.

Date	Number	Project	Amount	Status	View	Attach Count	Attach Add	Edit	Delete
08/15/2012	100083	10000-01 FY2013 OLGA Test Account	\$9,100	Paid on 08/17/2012	PDF	1			
08/15/2012	100084	10000-01 FY2013 OLGA Test Account	\$5,460	Submitted on 08/15/2012	PDF	1			
08/15/2012	100085	10000-01 FY2013 OLGA Test Account	\$6,825	Approved on 08/21/2012	PDF	1			
08/20/2012	100096	10000-01 FY2013 OLGA Test Account	\$910	Submitted on 08/20/2012	PDF	1			
08/20/2012	100097	10000-01 FY2013 OLGA Test Account	\$4,550	Rejected on 08/21/2012	PDF	1			

Below the table, there is a section for "New Reimbursement Request" with a dropdown menu for "Project" set to "10000-01 FY2013 - OLGA Test Account" and an "Add New Request" button. A "Return" button is also visible.

The top of the page shows the status of recently created reimbursement requests related to this specific project. If you select the Reimbursement Request link (from the Manage My



Grants screen) on the left above you can see the status of recently created reimbursement requests for ALL projects. The different statuses are defined as follows:

- Created – this is the status that appears when the Grantee creates and saves the reimbursement request, but does not submit it. (shows for last six months)
- Submitted – this is the status that appears when the Grantee submits the reimbursement request. (shows for last six months)
- Approved – this is the status that appears when the Program Administrator approves the reimbursement request. (shows for last 90 days)
- Suspended – this is the status that appears if DRPT suspends the reimbursement request. The Program Administrator will contact the grantee to explain why the request was suspended. (shows for last six months)
- Rejected – this is the status that appears if DRPT rejects the reimbursement request. The Program Administrator will contact the grantee to explain why the request was rejected. (shows for last six months)
- Paid – this is the status that appears when DRPT releases the payment to the Department of Treasury. The grantee can expect receipt of payment within 5 business days of the paid date. (shows for last 90 days)

Select the Add New Request button and you will see the following screen.



OLGA - Manage Grants - Reimbursement Request - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ReimbursementRequests.aspx

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Grant Management

- Manage My Grants
- Reimbursement Requests
- Contract Administration
- Update Milestones
- Extension Request
- Payment History

Amount Expended Supporting Documentation

Amount Expended:

	Federal	State	Local	Total
	80.0%	11.0%	9.0%	100%
Total Contract Amount	\$80,000	\$11,000	\$9,000	\$100,000
Total Previous Payments	\$8,000	\$1,100	\$900	\$10,000
Total Outstanding Requests	\$19,600	\$2,695	\$2,205	\$24,500
Total Expended This Period	\$8,000	\$1,100	\$900	\$10,000
Balance Remaining	\$44,400	\$6,105	\$4,995	\$55,500

Total Reimbursable Amount: \$9,100 Final Reimbursement Request

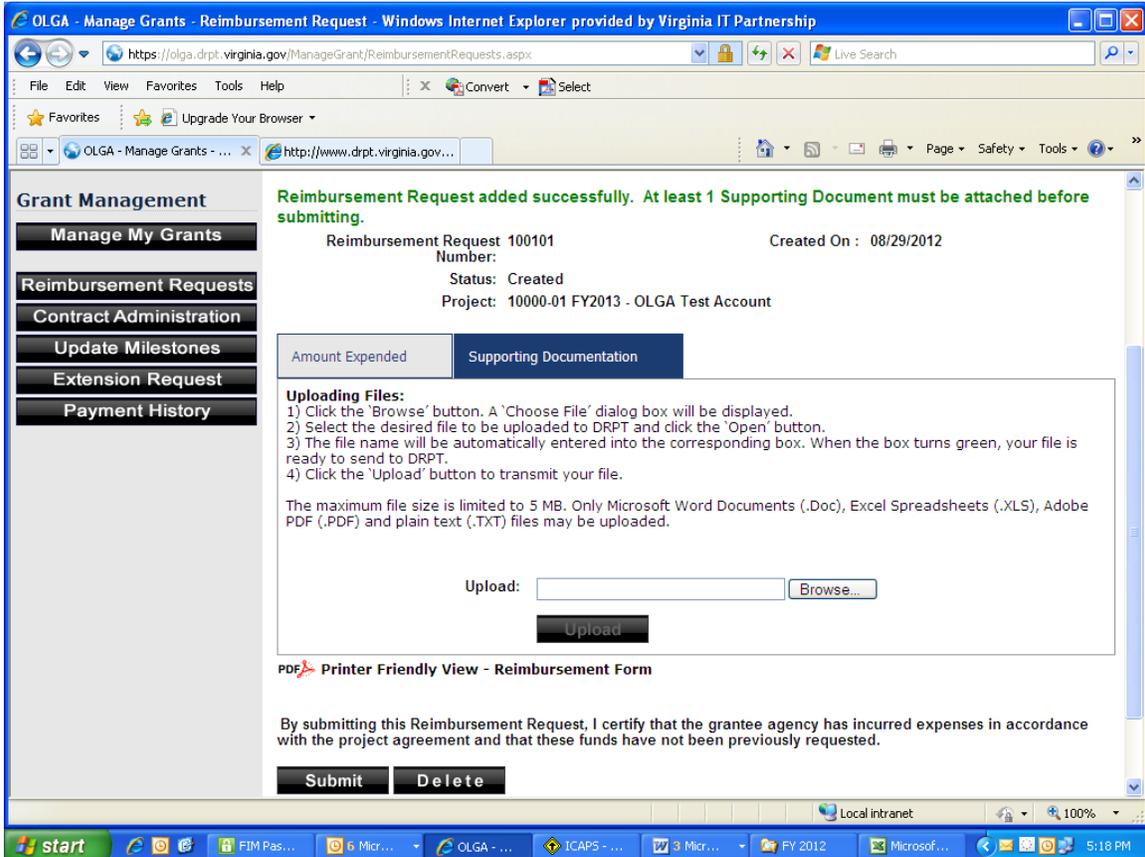
Amount Expended

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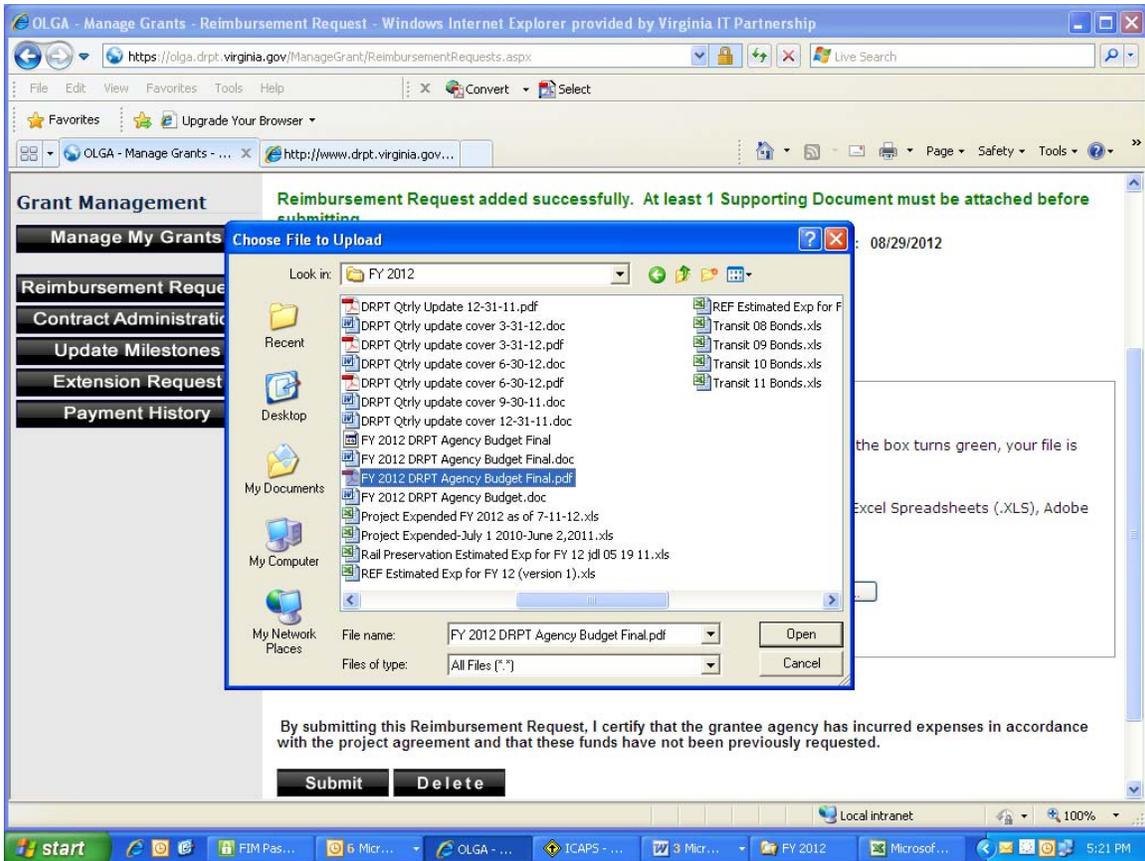
start FIM Pas... 6 Micr... OLGA - ... ICAPS - ... 3 Micr... FY 2012 Microsoft... 5:17 PM

Key the reimbursement amount (total amount including federal, state, and local share) in the Amount Expended cell above in whole dollars and select the Save button and you will see the following screen.

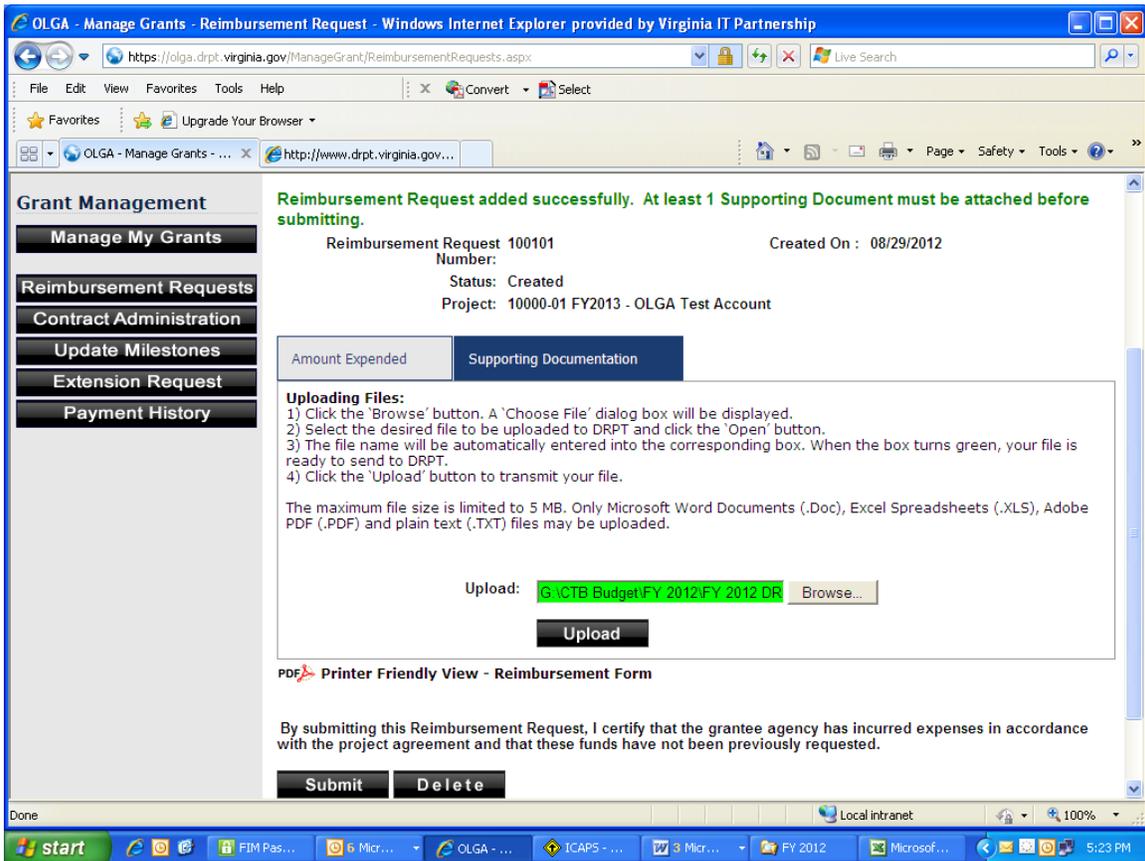


This takes you to the Supporting Documentation tab. You get a message in green that the request was added successfully and at least 1 supporting document must be attached before the reimbursement can be submitted.

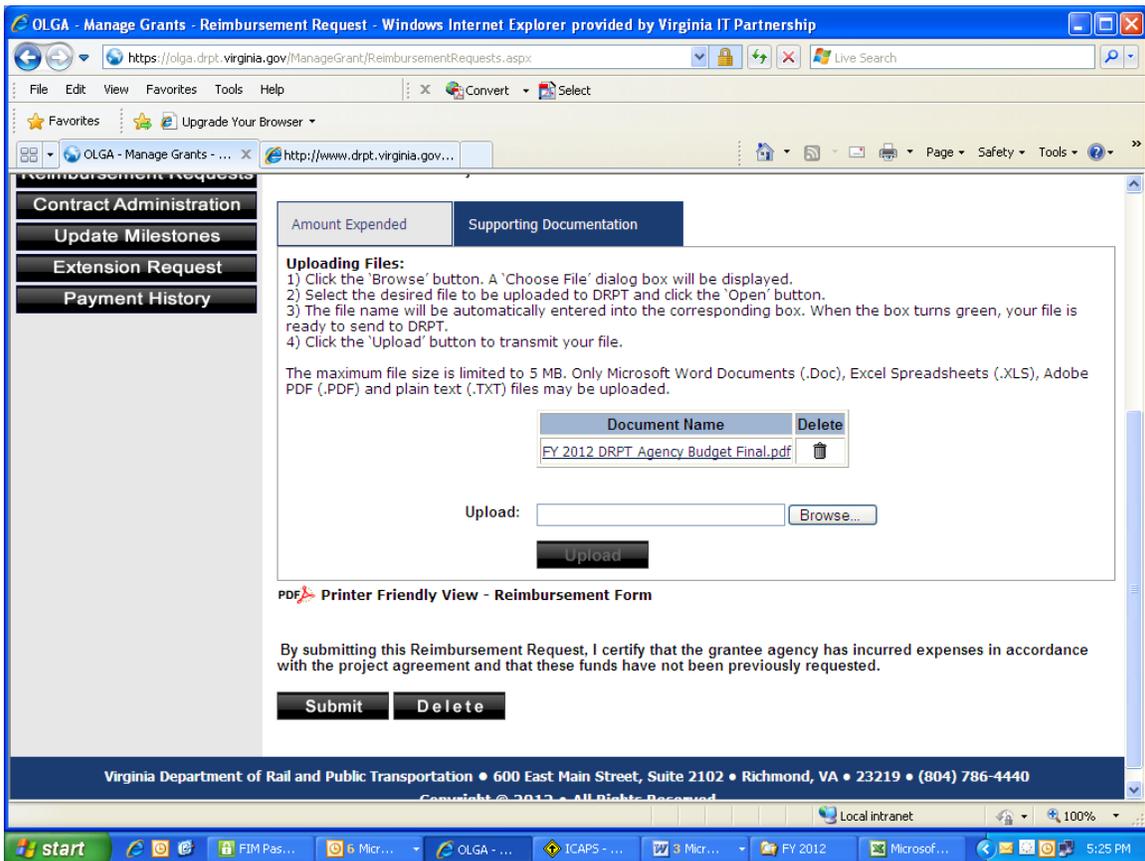
Select the Browse button to find the document you want to upload and you will see the following screen.



Select the document you want to upload and select the Open button and it will take you back to OLGA and you will see the following screen.



Once the file name in the Upload field turns green, select the Upload button and you will see the following screen.



You should now see the name of the document in the Document Name field.

Select Browse to upload more documents if necessary.



Once all documents have been uploaded, select the Submit button and you will see the following screen.

If you decide you do not want to submit a reimbursement request for this project you should select the Delete button.

NOTE: Final reimbursement requests must be submitted within 90 days after the end date of the project. If you try to submit a reimbursement request after 90 days past the end date you will receive an error message and you will be required to submit an extension request and have it approved by DRPT before you can submit the final reimbursement request.



OLGA - Manage Grants - Invoices - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/Invoices.aspx

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Reimbursement Requests

Reimbursement Request 100101 submitted successfully.

Status of Reimbursement Requests for 10000-01

Date	Number	Project	Amount	Status	View	Attach Count	Attach Add	Edit	Delete
08/15/2012	100083	10000-01 FY2013 OLGA Test Account	\$9,100	Paid on 08/17/2012	PDF	1			
08/15/2012	100084	10000-01 FY2013 OLGA Test Account	\$5,460	Submitted on 08/15/2012	PDF	1			
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08/20/2012	100096	10000-01 FY2013 OLGA Test Account	\$910	Submitted on 08/20/2012	PDF	1			
08/20/2012	100097	10000-01 FY2013 OLGA Test Account	\$4,550	Rejected on 08/21/2012	PDF	1			
08/29/2012	100101	10000-01 FY2013 OLGA Test Account	\$9,100	Submitted on 08/29/2012	PDF	1			

New Reimbursement Request

Project: 10000-01 FY2013 - OLGA Test Account

See the message that the Reimbursement Request has been submitted successfully. Also, notice that the status of the reimbursement request shows Submitted on 08/29/2012. You can select the PDF file in the View column to see the details of the Reimbursement Request.

You can go to the Reimbursement Request page for this project at any time to see the Status. Refer to page 5 for the different statuses and what they mean.

NOTE: If your reimbursement request is suspended due to inadequate supporting documentation you can come back to this page in OLGA and select the icon in the Attach/Add column above to add or delete documents.

NOTE: If you create a reimbursement request and save it, but do not submit it, icons will appear in the Edit and Delete columns above that will allow you to edit or delete the reimbursement request.

