Grants Management System (GMS)
WSDOT Public Transportation

GMS Claims Reimbursement
Supplemental information

December 2023

Claims reimbursement

For prompt claims processing, please do the following:

- ✓ Submit reimbursement requests timely (same expense period).

- ✓ Add matching backup documentation in Adobe Acrobat PDF format only (one project, one grant please).

- ✓ Submit backup documentation WITHOUT handwritten corrections or notes (accounting best practices)

- ✓ Verify correct reporting period for reimbursement request and backup documentation

General Information form

Status – auto populates with current action (editing, submitted, correcting, paid).

Type = Reimbursement (set as default and should always be used)

Report period = Beginning and ending dates for expenses incurred and being requested for reimbursement.
- Monthly = 10/1/23 to 10/31/23 (for example)
- Quarterly = 10/1/23 to 12/31/23 (for example)

Final Request? – This field defaults to "No". If this is the last claim for this grant, use the dropdown box to select "Yes".

If this is the last claim for the first 2 years of a 4-year grant, select "Yes" for final request.

General Information - Claim - Edit

In the form below, complete all required fields. Enter the report period of coverage for this claim. this grant, then the Final Request checkbox should be checked.

Status*:

Type*: Reimbursement

Report Period: [   ] [   ]
Start Date   End Date

Final Request?*: No
Click Yes if this is the final request

Detail of Expenditures

Not all expenditure forms are created equal.

✓ Follow the instructions on the claim forms for your grant type.

✓ Capital vehicle and equipment claims require additional documentation that is in the claim and available in the document repository in GMS.

✓ Claim reimbursement instructions and training materials are available on the Public Transportation website and at ftp.wsdot.wa.gov/public/PTD-GMS-Resources.

✓ If you have questions about completing the forms, please reach out to your Community Liaison or contact the GMS helpdesk at PTDGMSsupport@wsdot.wa.gov or 360-705-7711.

Detail of Expenditures – Operating Grant Example

1. Gross expenses = All eligible expenses applied to grant (excludes in-kind and revenue match).

2. In-kind Expenses = Donated time and services applicable to grant and is in your budget.

3. Fares & Donations = Fare revenue and donations.

4. Ineligible Expenses = Expenditures not eligible for reimbursement for the grant.

5. Net expenses = Gross Expenses + In-kind Expenses - Fares and Donations - Ineligible Expenses (auto calculates total).

6. Revenue Match Amount = Revenue that grantee contributes to cost of service for this grant.

7. In-Kind Match Amount = Donated time and services amount from In-kind expenses field (Item 2 & 7 should be same amount).

8. Amount Requested = Net expenses – Match amounts (auto calculates total).

9. Local Match % = Total Match Amt / (Amt requested + Total Match) *100 (auto calculates total).

Indirect Costs

📄 **Indirect Costs**   ✓ Mark as Complete   ☑ Edit Form

Indirect Costs are usually administrative in nature and may not be easily assigned to one objective or grant (i.e. accounting, maintenance, utilities, facilities operations). Typically, indirect costs are charged by an indirect cost rate OR a cost allocation method, but not both.

If indirect expenses are charged to the grant using an indirect cost rate, the rate must be identified on the claim backup detail. Public Transportation should have a copy of the current approved indirect cost rate.

If indirect expenses are charged using a cost allocation method, the methodology and/or calculations should be easily identified on your claim backup detail. Public Transportation should have a copy of your current cost allocation plan.

Your indirect cost rate plan or cost allocation plan is available in the Compliance section under My Profile.

Are indirect expenses charged to this claim?*:

Is a cost allocation plan or an approved indirect cost rate used?:

What indirect cost rate is used in this claim?:   0.00%

Select the method that is used to charge indirect costs to the claim.

The method chosen must be easily identifiable on the backup information provided. For example, if an indirect cost rate is used, it must show on the backup documentation, be the same as listed on this form, and the calculations should be easy to validate.

If a cost allocation method is used, backup information and calculations should be easily validated against the cost allocation plan that Public Transportation has on file.

Travel Costs

If no travel costs are charged to claim, select no. This question must be answered to mark this form as complete.

Any travel charged to a claim must have documentation that shows the rate charged and must not exceed government rates as published by the U.S. General Services Administration (This includes mileage).

Out of state travel charged to a grant must have approval by WSDOT prior to travel occurring. The WSDOT approval email or letter must accompany the claim submittal. This can be attached in the "Supporting Documentation" section of the claim.

Supporting Documentation

Supporting Documentation - Multi-List		✓ Mark as Complete	+ Add Row
Supporting documents will only be accepted in **PDF format.**			
Description	**Attachment**		
No Data for Table			

Best practice is to provide adequate detail to support reimbursement request. This can include:

- General ledger detail of revenue and expenses.

- Detailed Excel spreadsheet of revenue & expenses that include indirect cost rate or cost allocation calculations.

- Receipts for expenses that may need additional validation.

All backup documentation must be saved as an Adobe PDF file before adding to the supporting documentation section of claim.

Comparative Balance Sheets December 31		
Assets	**2019**	**2018**
Cash	$93,000	$47,500
Accounts receivable	89,800	57,900
Inventory	120,000	101,000
Investments	84,600	86,900
Equipment	249,000	205,000
Accumulated depreciation—equipment	(49,600)	(40,100)
	$586,800	$458,200
Liabilities and Stockholders' Equity		
Accounts payable	$58,000	$ 48,800
Accrued expenses payable	11,800	17,800
Bonds payable	103,000	69,700
Common stock	251,000	193,000
Retained earnings	163,000	128,900
	$586,800	$458,200

Claims reimbursement

✓ Ensure that the amounts entered on the expenses form match the amounts entered on the reimbursement form.

✓ If you have a 4-year grant, ensure that you have entered amounts in the correct biennium.

✓ Match % will differ from the claim to the reimbursement form. Match on the reimbursement form calculates using total contract match required for the project.

Gross Expenses	In-kind Expenses	Fares and Donations	Ineligible Expenses	Net Expenses	Revenue Match Amount	In-kind Match Amount	Amount Requested	Local Match %
$5,000.00	$0.00	$500.00	$10.00	$4,490.00	$1,000.00	$0.00	$3,490.00	22.27%

▦ Reimbursement

Budget Category	Contract Budget	Amount Requested This Period	Amount Reimbursed To Date	Total	Available Balance (Unpaid)	Prior Requested Amount (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period
Awarded Amount for July 1, 2023 - June 30, 2025										
Awarded Amount	$999,214.00	$3,490.00	$0.00	$3,490.00	$995,724.00	$31,158.00	$34,648.00	$964,566.00	$831,480.00	$1,000.00
Awarded Amount for July 1, 2025 - June 30, 2027										
Awarded Amount	$1,058,751.00	$0.00	$0.00	$0.00	$1,058,751.00	$0.00	$0.00	$1,058,751.00	$849,090.00	$0.00
	$2,057,965.00	$3,490.00	$0.00	$3,490.00	$2,054,475.00	$31,158.00	$34,648.00	$2,023,317.00	$1,680,570.00	$1,000.00

Claims reimbursement – Capital vehicles/equipment

Mark as Complete **Edit Reimbursement**

Budget Category	Details	Contract Budget	Amount Requested This Period	Amount Reimbursed To Date	Total	Available Balance (Unpaid)	Prior Requested Amount (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Transit Vehicles																
Buy Replacements - Capital Bus 11.12	--	$75,040.00	$75,040.00	$0.00	$75,040.00	$0.00	$0.00	$75,040.00	$0.00	$18,761.00	$18,761.00	$0.00	$18,761.00	$0.00	20.00%	$93,801.00
Buy Replacements - Capital Bus 11.12	--	$75,040.00	$75,040.00	$0.00	$75,040.00	$0.00	$0.00	$75,040.00	$0.00	$18,761.00	$18,761.00	$0.00	$18,761.00	$0.00	20.00%	$93,801.00
Buy Replacements - Capital Bus 11.12	--	$84,520.00	$84,520.00	$0.00	$84,520.00	$0.00	$0.00	$84,520.00	$0.00	$21,130.00	$21,130.00	$0.00	$21,130.00	$0.00	20.00%	$105,650.00
Buy Replacements - Capital Bus 11.12	--	$75,040.00	$0.00	$0.00	$0.00	$75,040.00	$0.00	$0.00	$75,040.00	$18,761.00	$0.00	$0.00	$0.00	$18,761.00	0.00%	$0.00
Buy Replacements - Capital Bus 11.12	--	$75,040.00	$0.00	$0.00	$0.00	$75,040.00	$0.00	$0.00	$75,040.00	$18,761.00	$0.00	$0.00	$0.00	$18,761.00	0.00%	$0.00

- Vehicles and equipment claims do not have an expenditure detail form.
- The cost and match amount for each vehicle or piece of equipment must be entered on its own line (as shown above).
- Supporting documentation for each vehicle/equipment must match the amount requested on the reimbursement form.

Claims Tips & Tricks

- Click on Edit Grid or Edit Form to open form fields to enter or update amounts.

- Use the navigation buttons within GMS for smooth operation (i.e. Back, Add, Delete, Edit, Save).

- Forms can be edited until they are submitted even if they are marked as complete.

- Use the "reports" menu to see grant and claim information.

- Additional users can be added to a grant to complete and submit claims.

- Contact the GMS Helpdesk if you submitted a claim that needs to be returned to you.

Claims Reports

- All reports have filter options.

- Choose one, many, or no filters depending on what data you want.

- Reports can be printed to:
  - HTML
  - PDF
  - CSV/Excel

HTML is a good format if you just want to look at data without downloading or printing information.

Report Filter *- Formatted - Grants - Claims*

Select the filter criteria for the report below.

Grant Number: [Id]
Status: [Status]
Program Area: [Program Area]
Funding Opportunity: [Funding Opportunity]
Sub-Type: [ ]
Date Range: [Date Range]

SubTotal Criteria

Subtotal By: [ ]
Grand Total: ☑

Report Format

Print To*: [HTML]
Show Gridlines: ☑

Claims Reports

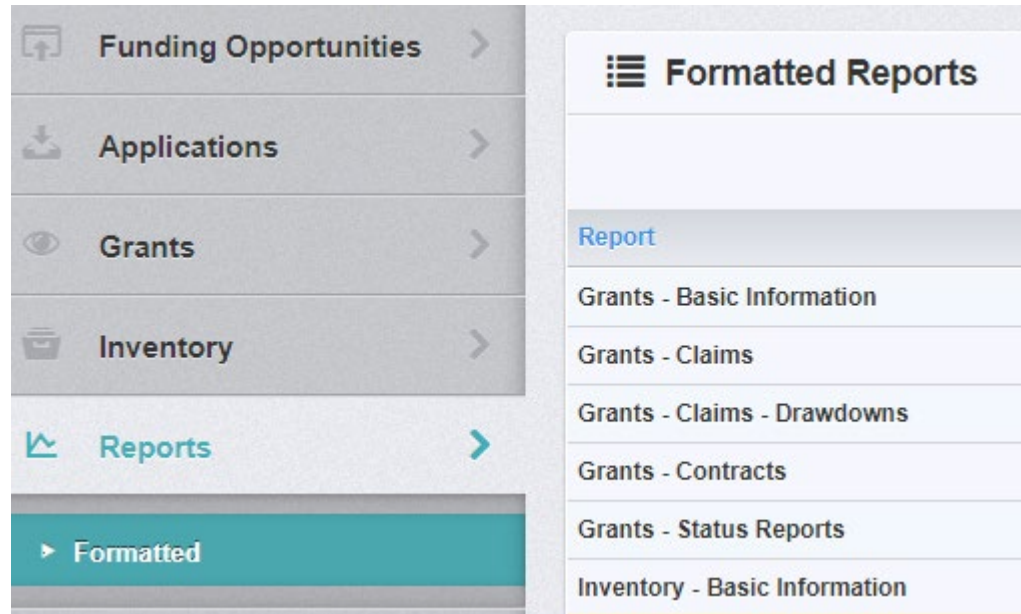Click on the report menu option and select "Formatted".

The Grants – Claims – Drawdowns report shows:
- Grant Amount
- Current claim requested amount
- Prior claim requested amounts
- Remaining grant balance

The Grants – Claims report shows:
- Claim status
- Submittal date
- Paid date
- Claim amount

See next slide for report examples.

WSDOT

Claims Reports – report examples

Grants Claims
Formatted Report

Filter Criteria

Grant Status: Paid

SubTotal Criteria

Subtotalled By:

ID	Type	Status	Submitted Date	Grant Title	Organization	Program Officer	Program Area	Funding Opportunity	Approval Level	Paid Date	Claim Amount
PTD0409-001	Reimbursement	Paid	Nov 2, 2021 10:23 AM	This project is for Training Purposes only	BaseLine Organization	Jeff Petterson	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	3	12/20/2021	$15,577.70
PTD0409-002	Reimbursement	Paid	Jan 17, 2022 11:29 AM	This project is for Training Purposes only	BaseLine Organization	Jeff Petterson	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	3	01/31/2022	$24,673.54
PTD0409-003	Reimbursement	Paid	Apr 21, 2022 9:28 AM	This project is for Training Purposes only	BaseLine Organization	Jeff Petterson	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	3	05/17/2022	$42,553.50
											$82,804.74

Grants - Claims - Drawdowns
Formatted Report

Filter Criteria

Grant Number: 465

SubTotal Criteria

Subtotalled By:

ID	Type	Claim Status	Grant Title	Organization	Program Area	Funding Opportunity	Grant Budget	Current Draw Request	Cumulative Prior Draw Requests	Remaining Contract Balance
465-001	Reimbursement	Withdrawn	465-Consolidated Op TEST Grant 4-Year	BaseLine Organization	Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating	$154,250.00	$890.00	$0.00	$153,360.00
465-002	Reimbursement	Withdrawn	465-Consolidated Op TEST Grant 4-Year	BaseLine Organization	Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating	$154,250.00	$4,000.00	$0.00	$150,250.00
								$4,890.00	$0.00	

Resource Information

WSDOT Grants Management System helpdesk:
Email: PTDGMSsupport@wsdot.wa.gov
or call: 360-705-7711

WSDOT GMS website:
https://wsdot.ptd.webgrantscloud.com

WSDOT Public Transportation grants website:
https://wsdot.wa.gov/business-wsdot/grants/public-transportation-grants/apply-and-manage-your-grant

Training materials: ftp.wsdot.wa.gov/public/PTD-GMS-Resources