



REIMBURSEMENT REQUESTS (CLAIMS) IN WEBGRANTS

Reimbursement requests (claims) must be submitted in WebGrants throughout the project cycle. Each reimbursement request must include proper documentation of the expenses being claimed for reimbursement, as well as at least 10% match on the reimbursement request amount.

Submitting a Reimbursement Request in WebGrants

Follow the steps to complete all reimbursement requests in WebGrants. To best avoid system glitches, use Google Chrome to access WebGrants.

1. Login to WebGrants (<https://funding.mt.gov>).
2. Select "My Grants" in the main menu.
3. Select your grant.
4. Select "Claims" in the grant menu.
5. Click "Add" at the top of the screen.
6. Select "Reimbursement" for Claim Type and then select your Reporting Period. The Reporting Period is the time within which your organization expended the claimed funds. Once you're done, click "Save" at the top, right of the screen.
7. Click "Return to Components" on the middle, right side of the page.
8. Click into the claim components and complete them. Be sure to click "Save" and "Mark as Complete". You will not be able to submit your reimbursement request until you have marked all components complete.
9. Once all components are marked complete, click "Submit" at the right side of the page. Do not forget to hit "Submit".
10. Once submitted, the MTSGP Manager will review your claim and alert you if any edits or additional documentation is necessary before it can be approved and processed.

Do not be afraid to hit "Submit" on your claim. Hitting "Submit" sends the claim to the MTSGP Manager's review queue. At that point, it can still easily be sent back to you for edits. It is easier for the MTSGP Manager to review your claim when it is in "Submitted" status versus "Editing" status.

Receiving Payment

It usually takes several weeks after the MTSGP Manager has approved your reimbursement request to receive your reimbursement payment. Plan your reimbursement requests accordingly as rush payments are generally not allowed. Unless you choose Direct Deposit, a reimbursement check will be sent to the address on the W-9 form you submitted to the MTSGP Manager at project start.