

WSDOT – Public Transportation Division

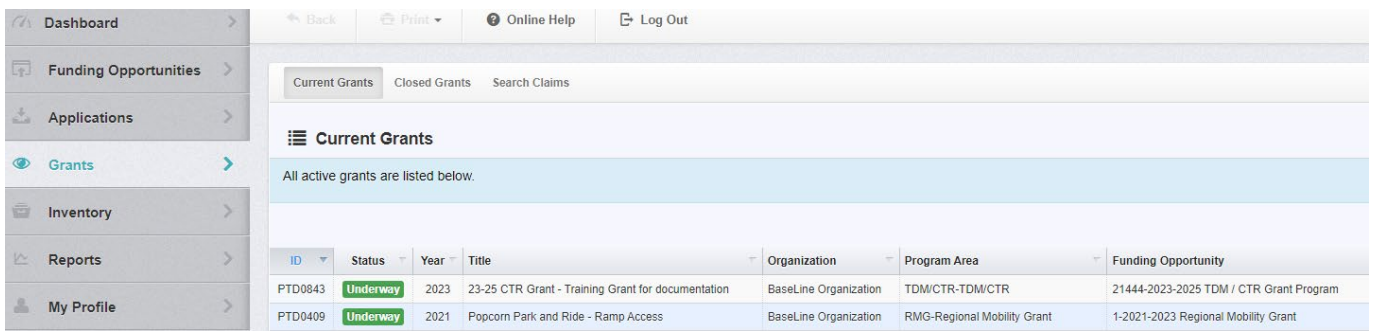
Claim Reimbursement Requests in GMS

Log into the WSDOT Grants Management System (GMS) at: <https://wsdot.ptd.webgrantscloud.com/index.do>.

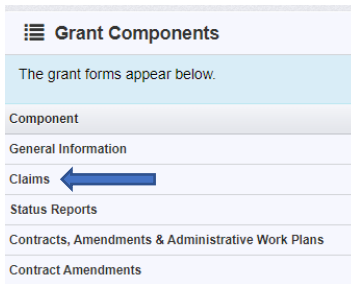
CREATING A CLAIM

These are general claim reimbursement instructions. Claim forms will be different depending on the type of project or grant. Follow the instructions shown on each claim form in the Grants Management System.

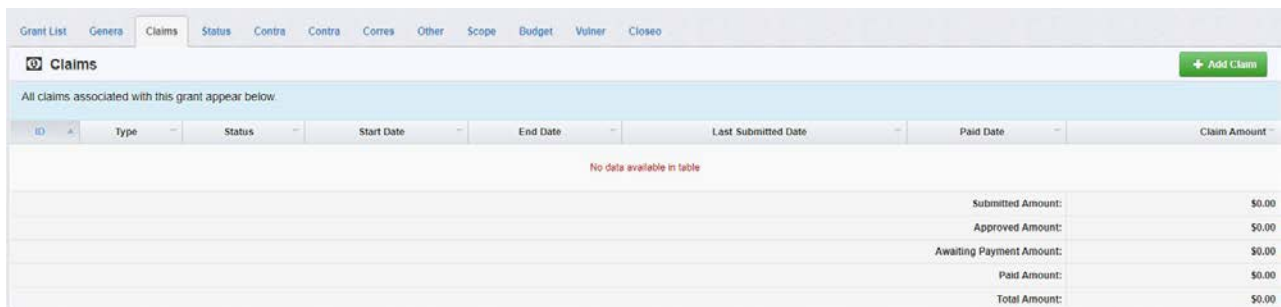
Once logged into GMS, click on the Grants tab on the left side menu. Active grants will be listed. Select a grant to create a claim reimbursement request.



Once the grant is open, click on “Claims” from the Grants Component list.



To add a claim, click on the green “+Add Claim” button on the right side of the screen.



After clicking on the “+Add Claim” button, the General information form will appear. Fields appearing in red are required fields and cannot be left blank.

Status: – This field will populate once the General Information form is saved.

Type: - Select Reimbursement.

Reporting Period: - Enter the month or quarter, using dates, for which reimbursement is requested (i.e. 10/1/2023 to 10/31/2023 for month or 7/1/2023 to 9/30/2023 for quarterly).

Final request – The answer defaults to “No”. If this is the last claim for the grant, use the dropdown box to select “Yes”.

Click on the green “Save Form” button on the right of the screen.

General Information - Claim - Edit Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for 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

After saving the general information, a list of forms appears that need completion. Forms must be completed, saved, and marked as complete before the claim can be submitted for reimbursement. Forms can be edited and saved until the claim is submitted.

The warning in red below shows the claim cannot be submitted because the components (forms) are not complete.

Component	Complete?
General Information	✓
Reimbursement	
Description of Expenses	

COMPLETING CLAIM FORMS

GENERAL INFORMATION FORM

The general information form was completed at the time the user clicked on "Add Claim". No additional information is required.

DESCRIPTION OF EXPENSES FORM (TDM Grant Example)

Click on the form and follow the directions shown in blue highlight to complete each section of required information. In this example there is one text box with a maximum limit of 500 characters.

Expenses should match the budget in the grant. For example, if there is no program administration in the grant budget, there should be no program administration expenses listed in the claim.

Description of Expenses - Current Version

Please briefly explain how the submitted expenses support the activities in your quarterly report and administrative work plan. If applicable, please include detail of incentives and/or guaranteed ride home expenses.

Expenses Save Form

Please use the text box below to provide expense detail based on category of project work. Here is an example:

1. Program administration: \$2000 (e.g. staff time)
2. Employer program development, engagement and marketing: \$3000 (e.g. marketing materials, room rental for event, staff time)
3. Program measurement and reporting: \$3000 (e.g. staff time)
4. Incentives: \$500 (e.g. gift cards)
5. Other:

Detail of Expenses*: \$60 - program administration
\$40 - guaranteed ride home.

443 character(s) left

The budget for the example claim above is shown here:

Budget - Current Version

Expenses - Multi-List

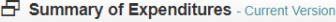
Type of Expense	Total
Administration	\$410,600.00
Guaranteed Ride Home	\$340,000.00
	\$750,600.00

SUMMARY OF EXPENDITURES FORM (Operating Grant Example)



Click on the form and follow the directions shown in blue highlight to complete each section. In the following example there are multiple sections and fields to complete on the Summary of Expenditures form.

Match types and amounts should match the budget in the grant. For example, if there is no in-kind match in the budget, there should be no in-kind expenses or in-kind match in the claim.

Detail of Expenditures Section (Operating Grant Example)



Some expenses are ineligible for reimbursement under your grant agreement even if incurred during the normal course of business. Refer to the [Consolidated Grants Guidebook](#) for a list of eligible and ineligible expenses.

- Amounts in the "in-kind Expenses" field and in the "in-kind Match Amount" field should be the same. (i.e. If \$500 is entered for in-kind expenses, then \$500 should be entered for in-kind match).
- Amount requested equals Gross Expenses + In-kind expenses – Fares & Donations – Ineligible Expenses – Revenue Match Amount – In-kind Match Amount.
- Local Match % field populates once amounts are entered in all fields and saved using the "Save Grid" button.

Row	Gross Expenses	In-kind Expenses	Fares and Donations	Ineligible Expenses	Net Expenses	Revenue Match Amount	In-kind Match Amount	Amount Requested	Local Match %
Project	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>		<input type="text" value="\$0"/>	<input type="text" value="\$0"/>		

Field information for the detail of expenditures section is listed below:

Row	Gross Expenses	In-kind Expenses	Fares and Donations	Ineligible Expenses	Net Expenses	Revenue Match Amount	In-kind Match Amount	Amount Requested	Local Match %
Project	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>		<input type="text" value="\$0"/>	<input type="text" value="\$0"/>		
Total	1	2	3	4	5	6	7	8	9



- Gross expenses = All eligible expenses applied to grant (excludes in-kind and revenue match).
- In-kind Expenses = Donated time and services applicable to grant and is in your budget.
- Fares & Donations = Fare revenue and donations.
- Ineligible Expenses = Expenditures not eligible for reimbursement for the grant.
- Net expenses = Gross Expenses + In-kind Expenses - Fares and Donations - Ineligible Expenses (auto calculates total).
- Revenue Match Amount = Revenue that grantee contributes to cost of service for this grant.
- In-Kind Match Amount = Donated time and services amount from In-kind expenses field (Item 2 & 7 should be same amount).
- Amount Requested = Net expenses – Match amounts (auto calculates total).
- Local Match % = Total Match Amt / (Amt requested + Total Match) *100 (auto calculates total).

Indirect Costs Section (Operating Grant Example)

If indirect expenses are NOT charged to the grant, select “no” to the question “Are indirect expenses charged to this claim?”, and move to the next section.

If indirect expenses ARE charged to the grant, select yes to the question, and then complete the two remaining fields.

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%

Whether a cost allocation plan or indirect cost rate is used, they must be easily identifiable and validated on your backup claim documentation and match the information that was provided to WSDOT Public Transportation (typically with the grant application).

Travel Costs Section (Operating Grant Example)

If travel costs are NOT charged to the grant, select “no” to the question “Is travel being charged in this claim?” and move to the next section.

If travel costs ARE charged to the grant, select “yes” to the questions and provide additional information as shown.

Travel Mark as Complete Edit Form

Any travel charged to a grant must not exceed the government rates published by the U.S. General Services Administration.

If out of state travel is being claimed, a WSDOT approval letter must be attached.

Is travel being charged in this claim?:

Travel Documentation:

Is out of state travel being charged in this claim?:

WSDOT Approval Letter:

Out of state travel must be approved by WSDOT prior to traveling, and the WSDOT approval letter must be included in the claim.

Supporting Documentation Section (TDM & Operating Grant Example)

Add claim backup documentation or additional information to support claim information if needed. Click on the “Add New Attachment” button. **Attachments in claims are only acceptable in .PDF format.**

Supporting Documentation - Other Attachments Mark as Complete Add New Attachment

Supporting documents will only be accepted in **PDF format**.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

A dialogue box will appear to add attachments. Provide a brief description of each file, then click on the “Save File” button. This step is required for each attachment.



Providing adequate detail to support claim reimbursement requests is important. Examples include:

- General ledger detail.
- Excel spreadsheet (converted to .pdf) that details revenue, expenses, match, indirect cost rate or allocation method.
- Receipts for expenses requiring additional validation such as travel.

After completing all sections of the expenditure form, click on the ‘Save Form’ button. The save form button is available until a section is saved. Once a section is saved, the “Mark as Complete” button is available, and the “Save Form” button is replaced with the “Edit Form” button.

Once the form is completed, click on the “save form” button (if available) or the “Mark as Complete” button at the top of the form. If changes are required, click on the “edit form” button, make changes, then click the “Mark as Complete” button.

Examples

Expenses

✓ Mark as Complete
✎ Edit Form

Please use the text box below to provide expense detail based on category of project work. Here is an example:

1. Program administration: \$2000 (e.g. staff time)
2. Employer program development, engagement and marketing: \$3000 (e.g. marketing materials, room rental for event, staff time)
3. Program measurement and reporting: \$3000 (e.g. staff time)
4. Incentives: \$500 (e.g. gift cards)
5. Other:

Detail of Expenses*:

\$60 - administration \$40 - guaranteed ride home

Detail of Expenditures - Grid

✓ Mark as Complete
✎ Edit Grid

- Amounts in the "In-kind Expenses" field and in the "In-kind Match Amount" field should be the same. (i.e. If \$500 is entered for in-kind expenses, then \$500 should be entered for in-kind match).
- Amount requested equals Gross Expenses + In-kind expenses – Fares & Donations – Ineligible Expenses – Revenue Match Amount – In-kind Match Amount.
- Local Match % field populates once amounts are entered in all fields and saved using the "Save Grid" button.

Row	Gross Expenses	In-kind Expenses	Fares and Donations	Ineligible Expenses	Net Expenses	Revenue Match Amount	In-kind Match Amount	Amount Requested	Local Match %
Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

REIMBURSEMENT FORM (TDM grant example)

To add reimbursement expense request amounts to this form, click on the “Edit Reimbursement” button first.

Reimbursement 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)
Expenses									
Administration	Administration	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$50.00	\$50.00	\$350.00
Guaranteed Ride Home	Guaranteed Ride Home	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$50.00	\$50.00	\$450.00

Add the dollar amounts for each category listed in the *Description of Expenses* form, which also should match the budget form categories. Click the “Save Reimbursement” button after adding amounts requested this period.

Reimbursement - Edit Save 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)
Expenses									
Administration	Administration	\$400.00	<input type="text" value="60.00"/>	\$0.00	\$0.00	\$400.00	\$50.00	\$50.00	\$350.00
Guaranteed Ride Home	Guaranteed Ride Home	\$100.00	<input type="text" value="40.00"/>	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$50.00	\$50.00	\$450.00

Click on the “Mark as Complete” button once amounts are verified as correct and match the *Description of Expenses* form.

Reimbursement 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)
Expenses									
Administration	Administration	\$400.00	\$60.00	\$0.00	\$60.00	\$340.00	\$50.00	\$110.00	\$290.00
Guaranteed Ride Home	Guaranteed Ride Home	\$100.00	\$40.00	\$0.00	\$40.00	\$60.00	\$0.00	\$40.00	\$60.00
		\$500.00	\$100.00	\$0.00	\$100.00	\$400.00	\$50.00	\$150.00	\$350.00

REIMBURSEMENT FORM (Operating grant example)

For 4-year operating grants, ensure that information entered on the reimbursement form matches the expenditure form and is also entered for the correct biennium.

Reimbursement														✓ Mark as Complete	✎ Edit 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	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Awarded Amount for July 1, 2023 - June 30, 2025															
Awarded Amount	\$554,768.00	\$250.00	\$0.00	\$250.00	\$554,518.00	\$0.00	\$250.00	\$554,518.00	\$160,000.00	\$100.00	\$0.00	\$100.00	\$159,900.00	28.57%	\$350.00
Awarded Amount for July 1, 2025 - June 30, 2027															
Awarded Amount	\$591,056.00	\$0.00	\$0.00	\$0.00	\$591,056.00	\$0.00	\$0.00	\$591,056.00	\$160,000.00	\$0.00	\$0.00	\$0.00	\$160,000.00	0.00%	\$0.00
	\$1,145,824.00	\$250.00	\$0.00	\$250.00	\$1,145,574.00	\$0.00	\$250.00	\$1,145,574.00	\$320,000.00	\$100.00	\$0.00	\$100.00	\$319,900.00	28.57%	\$350.00

Continue to complete claim forms until all forms have been marked as complete and the claim shows it is ready for submission.

Completed forms have a green check mark, and the message “Claim is in compliance and is ready for Submission” should also show in the green ribbon.

Claim Details			✓ Submit Claim	✕ Withdraw	🔍 Preview Claim
• Claim is in compliance and is ready for Submission!					
Component	Complete?	Last Edited			
General Information	✓	Oct 3, 2023 3:44 PM - Cherry Sunshine			
Description of Expenses	✓	Oct 3, 2023 3:55 PM - Cherry Sunshine			
Reimbursement	✓	Oct 3, 2023 3:58 PM - Cherry Sunshine			

The claim can be previewed before submitting to verify all information is accurate and complete. Clicking the “Preview Claim” button shows the claim forms in an Adobe type PDF format so that all information can be viewed without clicking on each form. To exit preview, click on the “Edit Claim” button to go back to the claim details screen.

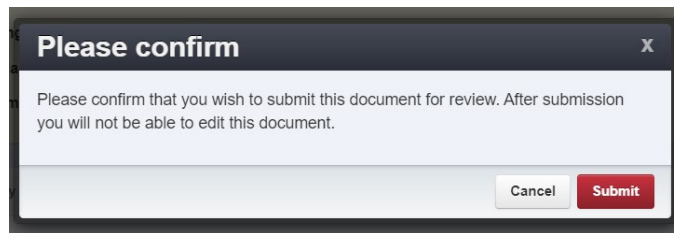
Corrections can be made to any forms that have been completed until the claim is submitted. If errors are found, or changes need to be made, click on the required form, and click on the edit button. Make changes and save. The “Mark as Complete” button will not show again since the form had already been marked as complete. To get back to the list of forms, click on the “claim list” tab above “Description of Expenses”.

SUBMITTING A CLAIM

To submit the claim, click on the orange “Submit Claim” button.

Component	Complete?	Last Edited
General Information	✓	Oct 3, 2023 3:44 PM - Cherry Sunshine
Description of Expenses	✓	Oct 3, 2023 3:55 PM - Cherry Sunshine
Reimbursement	✓	Oct 3, 2023 3:58 PM - Cherry Sunshine

A dialog box will appear confirming submittal of claim. Once the “Submit” button is selected, edits to the claim will no longer be allowed by the grantee.



WSDOT will be notified once the claim has been submitted. Warrants (payments) and electronic funds transfers are completed outside of GMS. However, payment status and details of claims are available.

CLAIM CORRECTIONS

If a claim is incomplete, incorrect, or requires additional information, it will be returned to the grantee. Grantees will receive an email and a system alert that the claim status has changed from “Submitted” to “Correcting”. The Claim should appear in the Recent Negotiations section of the Work Assignment screen.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
10/04/2023	Claim	Reimbursement	PTD0843-001	Correcting	23-25 CTR Grant - Training Grant for documentation	BaseLine Organization	TDM/CTR	21444-2023-2025 TDM / CTR Grant Program

The claim can be accessed by clicking on it in the recent negotiations section or by going to the grant and clicking on Claims in the grant component list.

Once in the claim, click on the Alert History tab to see the message for changes required. This step isn't necessary if instructions for corrections are already known (i.e. email message read when received).

The screenshot shows the top navigation bar with tabs for Claim Preview, Attachments, Alert History (highlighted with a red box), and Map. Below the navigation bar is a header for 'PTD0843 - 23-25 CTR Grant - Training Grant for documentation - 2023' with a 'Claim Details' link and an 'Edit Claim' button.

Funding Opportunity:	21444-2023-2025 TDM / CTR Grant Program	Initial Submit Date:	Oct 3, 2023 4:06 PM
Program Area:	TDM/CTR	Initially Submitted By:	Cherry Sunshine
Status:	Correcting	Last Submit Date:	
Claim Number:	001	Last Submitted By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	09/01/2023 - 09/30/2023		
Final Request:	No		

The latest alert will be at the top of the alert list. Below is the message contained in the alert.

The screenshot shows an email message with the following content:

**** Do Not Respond to This Email ****

Dear Cherry Sunshine,

Your Claim has been unlocked. You are requested to log into WebGrants - WSDOT and edit your Claim and resubmit it.

The grant details appear below:
 Number: PTD0843-001
 Grant Title: 23-25 CTR Grant - Training Grant for documentation
 Program Area: TDM/CTR
 Grantee Organization: BaseLine Organization
 Grantee: Cherry Sunshine

You are requested to resubmit the claim by 10/04/2023.

Comments appear below:
 Please update dollar amounts on description of expenses form.

Click on the back button (in the grant, not the browser back button) to return to the claim. Click on the "Edit Claim" button to see the form(s) that need to be completed.

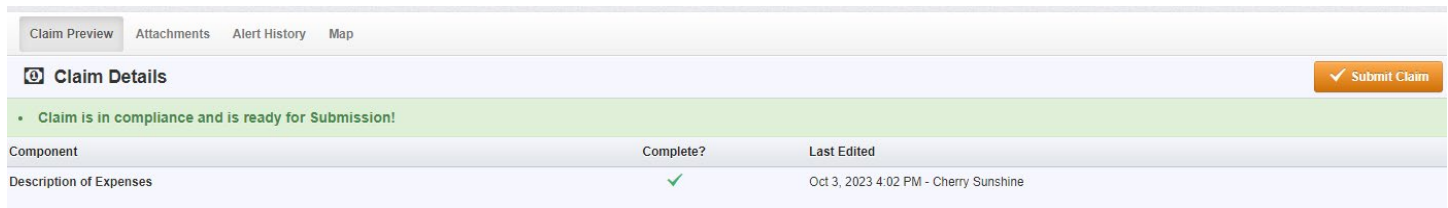
The *Description of Expenses* form needs to be completed as there is no checkmark on the "Complete?" column.

The screenshot shows the 'Claim cannot be Submitted Currently' error message and a table with the following data:

Component	Complete?	Last Edited
Description of Expenses		Oct 3, 2023 4:02 PM - Cherry Sunshine

Complete form(s) as directed in the alert message received. Once done, click on the "Save Form" button and then click on the "Mark as Complete" button. The claim is now ready to submit again with the corrected form(s).

Click on the “Submit Claim” button.



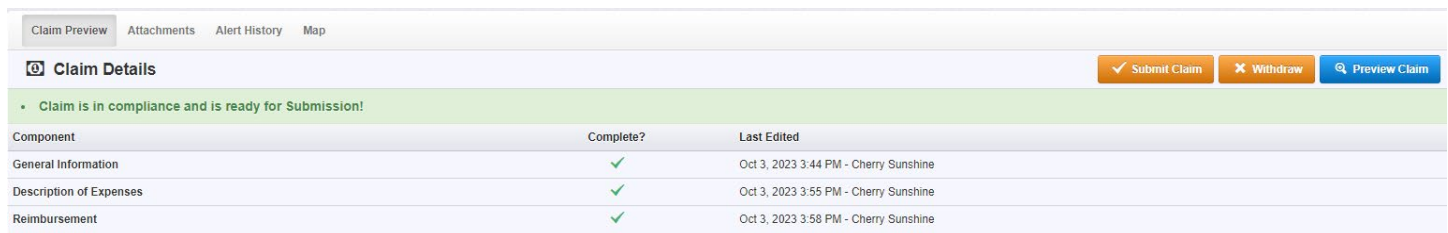
The claim will now be in “submitted” status rather than “correcting” status, and WSDOT will receive notification of the claim submittal.

WITHDRAWING A CLAIM

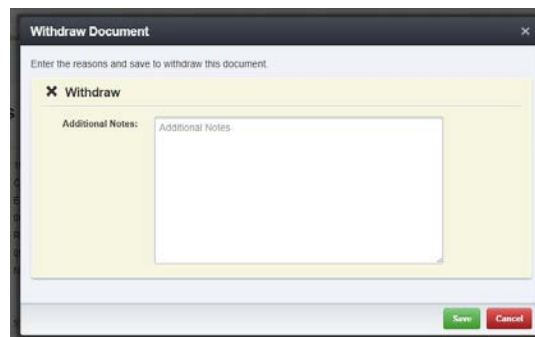
Withdrawing a claim is a permanent action and can't be undone by either the grantee or WSDOT. This option might be used if a claim was submitted in error for the grant. For example, the grant has no more funds available, so the claim should be withdrawn as it won't be resubmitted later.

It is better to use the “Correcting” option if a claim has errors or missing information or needs updates after it has been submitted. If this happens, notify the GMS Helpdesk with the grant and claim number so it can be returned for necessary corrective action.

To withdraw a claim, click on the orange “x withdraw” button.



A dialogue box will pop up where an explanation should be entered for the reason for withdrawal. This should be information that is helpful to the grantee organization. Click on the green “save” button after entering notes.



Grantees will still be able to see withdrawn claims in their list of claims. The status will show “withdrawn” with a gray box. The claim can be opened for viewing, but no editing is available.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
PTD0675 - 001	Reimbursement	Withdrawn	09/01/2023	09/30/2023			

VIEWING CLAIMS AND CLAIMS STATUSES

To view claims, click on “Grants” on the left menu then select the “Search Claims” tab or run the Grants reports from the Reports tab.

The screenshot shows a web application interface for managing grants. On the left is a vertical navigation menu with items: Dashboard, Funding Opportunities, Applications, Grants (highlighted in blue), Inventory, Reports, and My Profile. At the top right are links for Back, Print, Online Help, and Log Out. Below the navigation, there are three tabs: Current Grants, Closed Grants, and Search Claims (which is highlighted with a red box). The main content area is titled 'Current Grants' and contains a table of active grants.

ID	Status	Year	Title	Organization
PTD0843	Underway	2023	23-25 CTR Grant - Training Grant for documentation	BaseLine Organization
PTD0409	Underway	2021	Popcorn Park and Ride - Ramp Access	BaseLine Organization
PTD0284	Underway	2021	Demand Response (DAR)	BaseLine Organization

Claims can be searched by filters, which is helpful when there are many grants. Claims can also be searched without filters by clicking on the blue “Search Claim” button on the right of the screen.

The screenshot shows a search form titled 'Claim Search'. It has a search icon and a 'Search Claims' button. Below the title, it says 'Search for s by entering one or more search criteria below.' The form contains four search criteria: 'Grant Number' with a text input field containing 'Number'; 'Claim Status' with a dropdown menu showing 'Status'; 'Organization' with a dropdown menu showing 'Organization'; and 'Claim Date Range' with two date input fields and a dropdown arrow.

Using the Grant Number filter, a list of claims associated to the grant is now listed. This list shows claim numbers, status, and amounts in addition to other fields. This list can be sorted by any column header by clicking on the header.

Claim Number	Type	Status	Submit Date	Paid Date	Grant Title	Organization	Grantee	Program Area	Funding Opportunity	Amount
PTD0409-001	Reimbursement	Paid	Nov 2, 2021 10:23 AM	12/20/2021	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$15,577.70
PTD0409-002	Reimbursement	Paid	Jan 17, 2022 11:29 AM	01/31/2022	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$24,673.54
PTD0409-003	Reimbursement	Paid	Apr 21, 2022 9:28 AM	05/17/2022	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$42,553.50
PTD0409-004	Reimbursement	Paid	Jul 18, 2022 1:42 PM	07/29/2022	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$31,577.00
PTD0409-005	Reimbursement	Paid	Oct 21, 2022 2:38 PM	11/03/2022	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$40,028.00
PTD0409-006	Reimbursement	Paid	Jan 25, 2023 4:38 PM	02/23/2023	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$58,512.00
PTD0409-007	Reimbursement	Paid	Apr 12, 2023 3:15 PM	05/05/2023	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$340,158.00
PTD0409-008	Reimbursement	Paid	Jul 17, 2023 11:31 AM	07/28/2023	Popcorn Park and Ride - Ramp Access	BaseLine Organization	Cherry Sunshine	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$1,250,681.00

To see additional details about a claim, click on the claim row. The claim will open in viewing mode.

PTD0843 - 23-25 CTR Grant - Training Grant for documentation - 2023

Claim Details

Funding Opportunity:	21444-2023-2025 TDM / CTR Grant Program	Initial Submit Date:	Oct 3, 2023 4:06 PM
Program Area:	TDM/CTR	Initially Submitted By:	Cherry Sunshine
Status:	Submitted	Last Submit Date:	
Claim Number:	001	Last Submitted By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	09/01/2023 - 09/30/2023		
Final Request:	No		
Funded:			
Batch Name:			
Vendor Number:			
Check Number:			
Paid Date:			

Claims can also be accessed by clicking on a current grant and selecting the “Claims” component. Viewing claims from the grant will show the submitted date, paid date, and claim amount paid without clicking on the claim.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
PTD0843 - 001	Reimbursement	Submitted	09/01/2023	09/30/2023	Oct 3, 2023 4:06 PM		\$100.00
Submitted Amount:							\$100.00
Approved Amount:							\$0.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$100.00

Viewing claims with the report option:

Click on the Reports tab on the left of the screen, then click on “Formatted”. A list of reports will appear.

Report	Base Document	Program Areas
Grants - Basic Information	Grant	All
Grants - Claims	Claim	All
Grants - Claims - Drawdowns	Claim	All
Grants - Contracts	Contract	All
Grants - Status Reports	Status Report	All
Inventory - Basic Information	Inventory	All

Choosing the Grants – Claims report will show claim status, submitted date, paid date, and the amount.

Grants - Claims

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Filter Criteria

SubTotal Criteria

Subtotalled By:

ID	Type	Status	Submitted Date	Last Submitted Date	Grant Title	Organization	Program Officer	Program Area	Funding Opportunity	Approval Level	Paid Date	Claim Amount
PTD0843-001	Reimbursement	Submitted	Oct 3, 2023 4:06 PM		23-25 CTR Grant - Training Grant for documentation	BaseLine Organization	Matthew Cramer	TDM/CTR	21444-2023-2025 TDM / CTR Grant Program	0		\$100.00
PTD0409-008	Reimbursement	Paid	Jul 17, 2023 11:31 AM		Popcorn Park and Ride - Ramp Access	BaseLine Organization	Jeff Petterson	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	3	07/28/2023	\$1,250,681.00
PTD0409-007	Reimbursement	Paid	Apr 12, 2023 3:15 PM		Popcorn Park and Ride - Ramp Access	BaseLine Organization	Jeff Petterson	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	3	05/05/2023	\$340,158.00

Choosing the Grants – Claims – Drawdowns report shows the remaining grant balance available after each paid claim, but it doesn’t show the payment date. Use the options that work best for you.

Grants - Claims - Drawdowns

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Filter Criteria

SubTotal Criteria

Grant Number: PTD0409

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
PTD0409-001	Reimbursement	Paid	PTD0409-Popcorn Park and Ride - Ramp Access	BaseLine Organization	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$2,153,000.00	\$15,577.70	\$0.00	\$2,137,422.30
PTD0409-002	Reimbursement	Paid	PTD0409-Popcorn Park and Ride - Ramp Access	BaseLine Organization	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$2,153,000.00	\$24,673.54	\$15,577.70	\$2,112,748.76
PTD0409-003	Reimbursement	Paid	PTD0409-Popcorn Park and Ride - Ramp Access	BaseLine Organization	Regional Mobility Grant	1-2021-2023 Regional Mobility Grant	\$2,153,000.00	\$42,553.50	\$40,251.24	\$2,070,195.26

Reports can be shown in HTML, .PDF, or Excel/CSV format. Choose your report format at the report filter page.

Claims can’t be opened directly from the report option. Claims can only be opened by performing a claims search or directly from the grants component list.

Need assistance?

For help with claims status or payments, or for GMS technical assistance, send an email to PTDGMSsupport@wsdot.wa.gov or call 306-705-7711. For additional claims training, supplemental information, and additional GMS resources, visit <http://ftp.wsdot.wa.gov/public/PTD-GMS-Resources>