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.
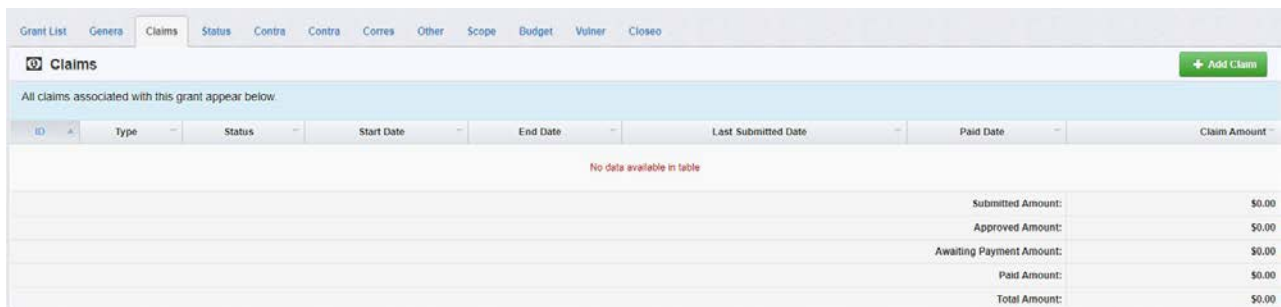
Once logged into GMS, click on the Grants tab on the left side menu. Active grants will be listed. Select a grant to create a claim reimbursement request.
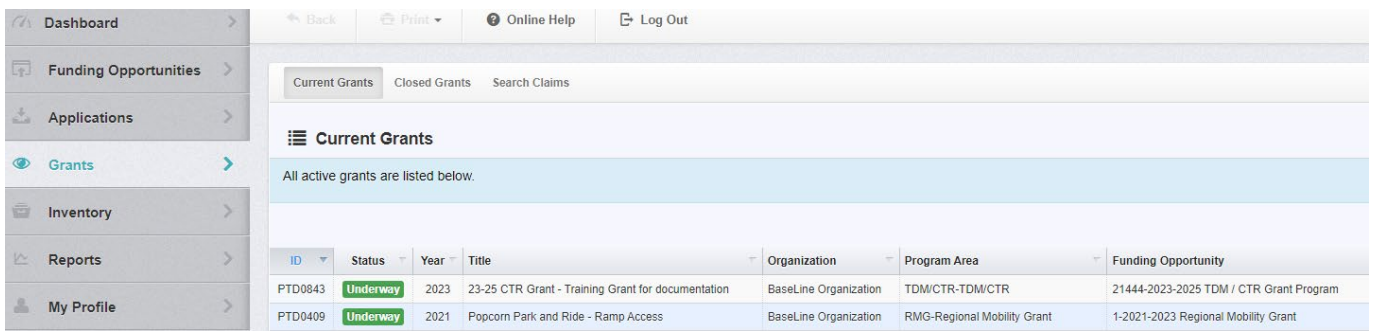
Once the grant is open, click on "Claims" from the Grants Component list.
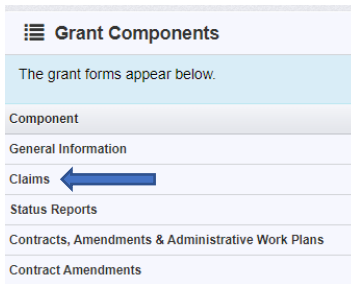
To add a claim, click on the green "+Add Claim" button on the right side of the screen.

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.

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.

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.

The budget for the example claim above is shown here:
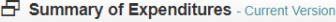
SUMMARY OF EXPENDITURES FORM (Operating Grant Example)

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)

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

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 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

REIMBURSEMENT FORM (TDM grant example)

To add reimbursement expense request amounts to this form, click on the "Edit Reimbursement" button <u>first.</u>

⊞ **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	60.00	$0.00	$0.00	$400.00	$50.00	$50.00	$350.00
Guaranteed Ride Home	Guaranteed Ride Home	$100.00	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 Preview | Attachments | Alert History | Map

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.
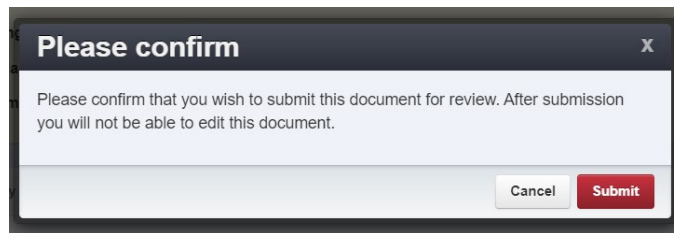
Corrections can be made to any forms that have been completed until the claim is submitted. If errors are found, or changes need to be made, click on the required form, and click on the edit button. Make changes and save. The "Mark as Complete" button will not show again since the form had already been 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.

Claim Preview	Attachments	Alert History	Map			
⊙ 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			

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.

Please confirm ✗

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel   **Submit**

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.

⟳ Recent Negotiations - Due Within 30 Days								
This section displays the documents that you negotiated in the last 30 days.								
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 latest alert will be at the top of the alert list. Below is the message contained in the alert.

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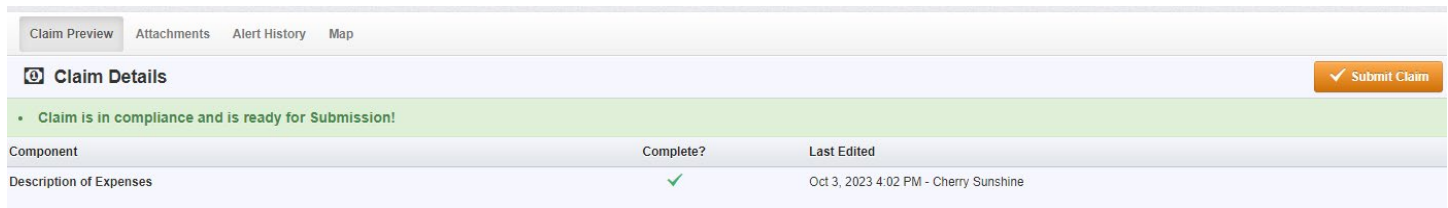
The *Description of Expenses* form needs to be completed as there is no checkmark on the "Complete?" column.

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.
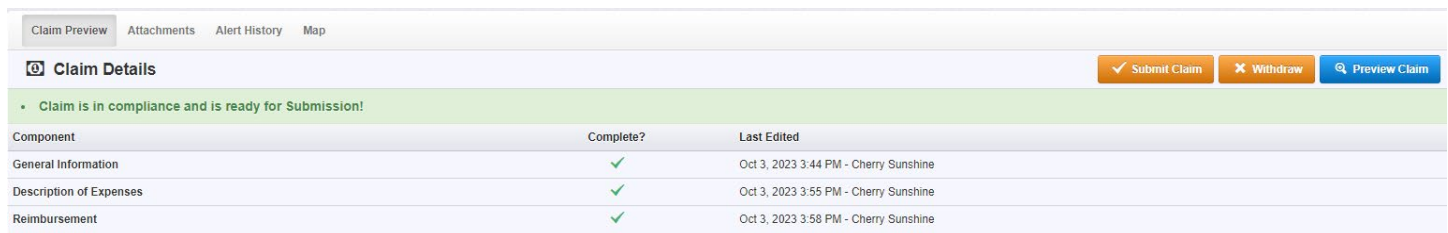
A dialogue box will pop up where an explanation should be entered for the reason for withdrawal. This should be information that is helpful to the grantee organization. Click on the green "save" button after entering notes.
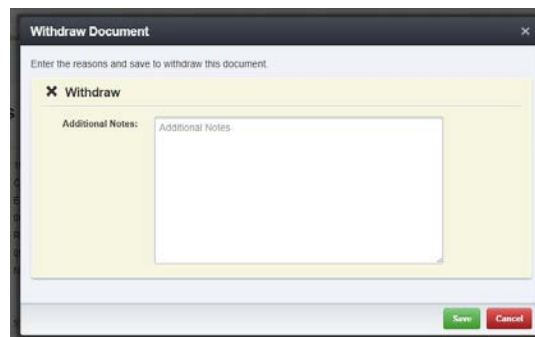
Grantees will still be able to see withdrawn claims in their list of claims. The status will show "withdrawn" with a gray box. The claim can be opened for viewing, but no editing is available.

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.

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.

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.

Grant List | Genera | Claims | Status | Contra | Contra | Corres | Other | Scope | Budget | Vulner | Closeo

Claims   **+ Add Claim**

All claims associated with this grant appear below.

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.

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

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.

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