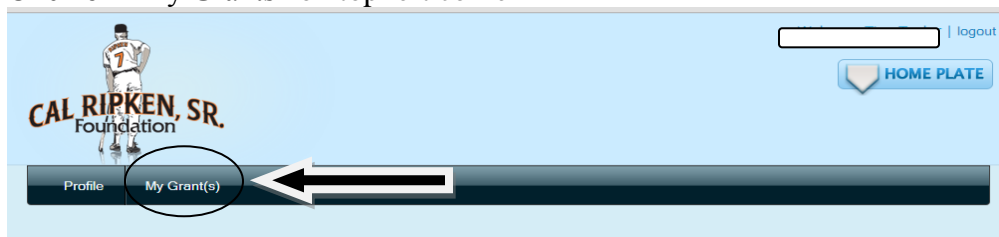




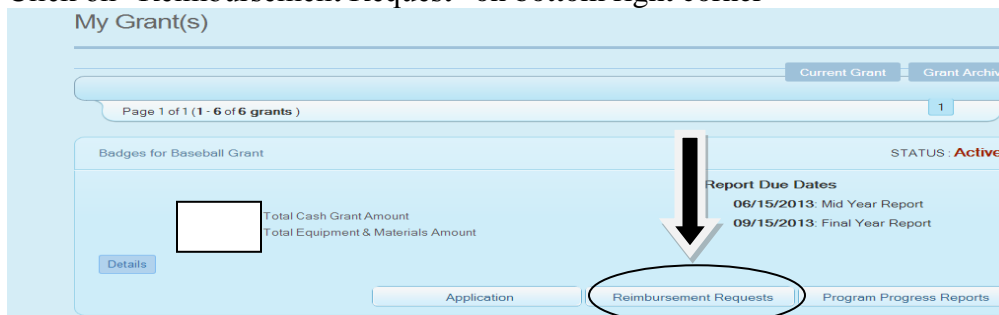
## Grant Management System (GMS) 2016 Reimbursement Procedures

### Create New Reimbursement Request:

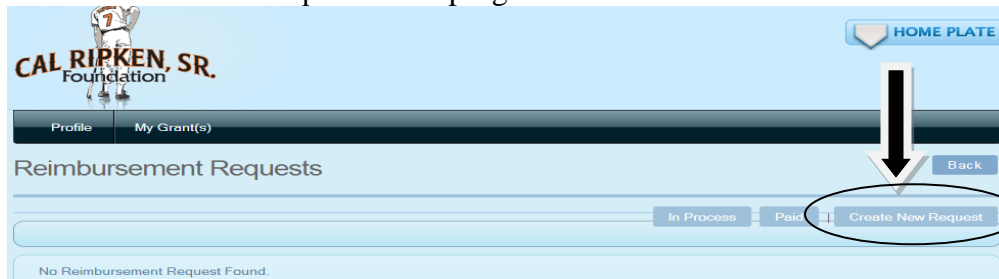
- Go to [www.crsfportal.org](http://www.crsfportal.org)
- Login and go to Materials Page
  - If you have not yet signed up for CRSF Portal, click “Login” and then click the link to register to create your individual account.
- Under Subgrantee Only Section – **Select Login to GMS**
- Enter CRSF username and password
  - Provided by CRSF program manager (this is different than Portal password)
- Click on “My Grants” on top left corner



- Click on “Reimbursement Request” on bottom right corner



- Click “Create New Request” on top right corner



- Complete each section and click “Save” on the bottom of the page

Address(Where check should be sent)\* 1427 Clarkview Rd.

Expense Request Period\* 01/01/2015 02/01/2015  
Date range should represent the dates expenses requested were incurred.

Save Cancel

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- When there are no more Red X’s, click “Submit” button that will appear at the bottom of the checklist

Reimbursement Invoice Expenses:	Action	Expenses Requested this Period
Request Invoice Required Fields *	<a href="#">View/Edit</a>	
Full- Time Personnel	<a href="#">View/Edit</a>	
Part- Time Personnel	<a href="#">View/Edit</a>	
Supplies, Equipment & Administrative	<a href="#">View/Edit</a>	
Program Related Travel	<a href="#">View/Edit</a>	
Documentation & Certification *	<a href="#">View/Edit</a>	

Submit

\* Starred reimbursement request pages above are mandatory for submitting the application.

## Categories and Documentation Required

**I. Salaried (Full Time) Personnel** - This represents the percentage of salary corresponding with the percentage of time that an individual spent working on the CRSF program.

- Only an individual’s regular salary amount is eligible
- Maximum percentage of time that can be claimed for administrative/executive support is **30%**
- FICA is calculated only on the total payroll expense being reimbursed by CRSF
- Submit a payroll register(s) for each employee listed and for each pay period being reimbursed

**II. Part Time Personnel** - These are the actual hours spent working on the CRSF program

- Holiday, vacation or overtime hours are not reimbursable
- FICA is calculated only on the total payroll expense being reimbursed by CRSF
- Submit a payroll register(s) for each employee listed and for each pay period being reimbursed
- Submit copies of signed timesheets for each employee listed for each pay period being reimbursed

**III. Supplies, Equipment and Administration** – The expenses incurred that were directly related to the running of the CRSF program

- **FOOD CANNOT BE REIMBURSED**
- **ENTERTAINMENT TICKETS AND ADMISSIONS CANNOT BE REIMBURSED**
  - This includes but is not limited to movie, athletic events, etc.
- Prior CRSF approval needed for any single piece of equipment or supplies over \$500
- Maximum percentage of office supplies and overhead is **20%** of the total expenses for the reimbursement
- Submit itemized store receipt **OR** invoice(s) from vendor displaying expense and date, and **payment made**
  - If payment was made by Check – a copy of check or stub is required
  - If payment was made by Credit Card – a copy of the full CC statement showing the charge **AND** either subsequent statement showing payment made **or** copy of check paid to CC is required

**IV. Program Related Expenses** - Travel expenses related to the running of the CRSF program. This could include travel to practice fields, tournaments, camps, clinics, staff trainings and other CRSF sponsored events. Travel may also include lodging and airfare for over-night trips.

- Maximum reimbursement is \$0.54/mile for mileage in 2016
- Mileage expense for Personal/Employee Owned Vehicle must submit:
  - MapQuest/Google maps directions printed with total start to end miles displayed
  - Internal expense report **AND** copy of reimbursement check **or** payroll register if added to paycheck
- Mileage for Organization Vehicle
  - MapQuest/Google maps directions printed with total start to end miles displayed
  - Vehicle travel log

- All Other Travel Expenses –
  - Itemized store receipt **OR** invoice(s) from vendor displaying expense and date and the payment made
    - If payment was made by check – a copy of check or stub is required
    - If payment was made by Credit Card – a copy of the full CC statement showing the charge **AND** either subsequent statement showing payment made or copy of check paid to CC is required

***Make sure you keep a copy of your reimbursement request form and documents!***