

# How to Submit a Reimbursement Request

On the COSMOS Home Page, select the award you will be requesting reimbursement from:

The screenshot shows the COSMOS Home Page navigation bar with links for Home, Profile, Filing Cabinet, and Search Payments. A 'Welcome Cosmos Site 3' message and a 'Log Out' button are also visible. Below the navigation bar, there are two main sections: 'Work Queue' and 'Awards'. The 'Work Queue' section contains two items: 'The requested "FY 2022 Risk Assessment" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.' with a 'View Filing Cabinet Request' button, and 'The requested "Quarter 1 PMT Report" file for FY 2022 VOCA'. The 'Awards' section is highlighted with a red box and contains a table with the following data:

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant	\$	\$0.00	100%
FY 2022 VOCA Assistance Grant	\$	\$	73%
FY 2022 VOCA Competitive Grant	\$-	\$0.00	129%

Click on the "Create Reimbursement Request" button in the upper right-hand corner of the page.

The screenshot shows the award details page for Grant Number: 2018-V2-GX-0008 1. The 'Award Status' is 'Active'. The 'General' section shows 'Award Amount: \$102,000.00', 'Total Paid: \$0.00', 'Total Remaining: \$102,000.00', and 'Health: 81%'. The 'Budget' section shows a table for 'Salaries and Wages' with the following data:

Line Item	Budgeted Amount	Paid	Remaining
FTE Staff Professionals	\$79,931.30	\$0.00	\$79,931.30
Fringe Benefits	\$6,114.70	\$0.00	\$6,114.70

The 'Reimbursements' section is highlighted with a red box and contains the text 'No Reimbursements exist for this award.' and a 'Create Reimbursement Request' button. The 'Match Amounts' section shows 'Match Amount: \$25,647.00', 'Required Match: \$25,500.00', and 'In-Kind: \$20,647.00 crisis line volunteer hours'.

Enter the dollar amount for each line item that you are requesting to be reimbursed for:

The screenshot shows the budget entry form for Grant Number: 2018-V2-GX-0008 1. The 'Award Amount: \$102,000.00', 'Total Paid: \$0.00', and 'Total Remaining: \$102,000.00' are displayed. The 'Budget' section is highlighted with a red box and contains two tables: 'Salaries and Wages' and 'Operating Expenses'. The 'Salaries and Wages' table has the following data:

Line Item	Budgeted Amount	Paid	Remaining	Reimbursement Amount
FTE Staff Professionals	\$79,931.30	\$0.00	\$79,931.30	\$ 7000
Fringe Benefits	\$6,114.70	\$0.00	\$6,114.70	\$ 900
<b>Total:</b>	<b>\$86,046.00</b>	<b>\$0.00</b>	<b>\$86,046.00</b>	<b>\$7,900.00</b>

The 'Operating Expenses' table has the following data:

Line Item	Budgeted Amount	Paid	Remaining	Reimbursement Amount
Advertising	\$6,000.00	\$0.00	\$6,000.00	\$ 300
Lease - Buildings/Land	\$2,500.00	\$0.00	\$2,500.00	\$ 1500
Operating Fees/Services	\$500.00	\$0.00	\$500.00	\$ 0.00
Photocopying/Printing	\$880.00	\$0.00	\$880.00	\$ 0.00

Below the budget section, attach documents (i.e., timecards, receipts) necessary to justify your reimbursement request. Click on “Attach File” button:

**Totals**

Award Amount	Total Paid	Total Remaining	Total Requested
\$102,000.00	\$0.00	\$102,000.00	\$7,900.00

**Attachments**

Please attach any additional documentation that may be relevant to your request.

[Attach File](#)

No attachments have been added.

**General**

\*Coverage Start Date:

\*Coverage End Date:

Submission Comments:

[Discard Changes](#) [Save & Finish Later](#) [Submit Reimbursement Request](#)

In the pop-up box, choose the file you are attaching. Add any relevant comments about the document and click the “Add” button to attach the document.

**Add Attachment (General)**

\*Select File:  No file chosen

Comments:  
Please enter any comments you feel may be relevant to this attachment.

After adding an attachment, you can edit the attachment or edit a comment by clicking on the “Edit” button. You can also Download the attachment to view it or remove the attachment to delete it.

## Attachments

Please attach any additional documentation that may be relevant to your request.

Attach File

File Name	Comments	Action
test.docx	Test test	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Remove</a>

Complete the General section located under the Attachment section. The Coverage dates are the dates the reimbursement request covers. Add any comments then choose to Discard Changes to delete all information, Save & Finish Later to save your progress and finish later, or Submit the Request to submit for approval by the DOCR.

## General

\*Coverage Start Date:  \*Coverage End Date:

Submission Comments:

After clicking on "Submit Reimbursement Request" a "Confirm Reimbursement Request" box will appear. Review the request, click the "Edit" button to make changes or click the "Confirm" button to submit request.

### Confirm Reimbursement Request

Please review the summary of your reimbursement request, and click on "Confirm" to submit this request for reimbursement, or "Edit" to go back and make changes.

Salaries and Wages				
Line Item	Budgeted Amount	Paid	Remaining	Reimbursement Amount
FTE Staff Professionals	\$79,931.30	\$0.00	\$79,931.30	\$7,000.00
Fringe Benefits	\$6,114.70	\$0.00	\$6,114.70	\$900.00

Operating Expenses				
Line Item	Budgeted Amount	Paid	Remaining	Reimbursement Amount
Advertising	\$6,000.00	\$0.00	\$6,000.00	\$300.00
Lease - Buildings/Land	\$2,500.00	\$0.00	\$2,500.00	\$1,500.00

Total Requested: **\$9,700.00**

### Coverage Dates

11/01/2020 - 12/31/2020

### Submission Comments:

(no comments entered)

The Reimbursement Request has been successfully submitted.

## View Reimbursement Request

Monitor COSMOS once a reimbursement request is submitted, to ensure it wasn't returned with questions. You'll receive notification once the reimbursement request is approved.

## When a Reimbursement Request is Returned

If your reimbursement request has been returned, you will get a notification in the Work Queue on the Home Page. Click on the "Review Reimbursement Request" button to return to the request.

The screenshot shows the COSMOS system interface. At the top, there is a navigation bar with links for Home, Profile, Filing Cabinet, and Search Payments. A welcome message "Welcome Cosmos Site 3" and a "Log Out" button are also present. The main content area is divided into four sections:

- Work Queue:** Contains three notification cards. The first two cards indicate that requested files for FY 2022 VOCA Assistance Grants are overdue. The third card, highlighted with a red border, states "Reimbursement Request for FY 2022 VOCA Assistance Grant has been returned." and includes a "Review Reimbursement Request" button.
- Awards:** A table listing grants with columns for Grant Name, Amount, Remaining, and Health.
- Applications:** A table listing applications with columns for Grant Name, Amount, and Status.
- Recent Payments:** A section header for a table of recent payments.

### Work Queue

The requested "FY 2022 Risk Assessment" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

The requested "Quarter 1 PMT Report" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

Reimbursement Request for FY 2022 VOCA Assistance Grant has been returned.

[Review Reimbursement Request](#)

### Awards

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			73%
FY 2022 VOCA Competitive Grant		\$0.00	129%

### Applications

Grant Name	Amount	Status
2022 TEST	\$1,000.00	Pending Agreement

### Recent Payments

In the Comments section there will be a description of items that are missing or need to be edited.

Home
Profile
Filing Cabinet
Search Payments
Welcome Cosmos Site 3 Log Out

## View Reimbursement Request

<b>Subgrantee:</b> <b>Request Status:</b> In Progress (Returned on 02/07/2022 01:31 PM) <span style="color: blue;">🔗</span>	<b>Grant Name:</b> FY 2022 VOCA Assistance Grant <b>Grant Number:</b> 2019-V2-GX-0030 1 <b>Grant Period:</b> 10/01/2021 - 09/30/2022
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**Request Amount:** \$1,000.00    **Coverage Dates:** 02/01/2022 - 02/07/2022

**Attachments (0)** ▼

No Attachments found.

**Comments** ▼

**Processing Comments:**

Timecard needed

**Submission Comments:**  
(no comments entered)

### Budgeted Items

Salaries and Wages					
Line Item	Budgeted Amount	Paid	Remaining	Request Amount	Remaining if Approved
FTE Staff Professionals	\$4,373.00	\$1,070.85	\$3,302.15	\$1,000.00	\$2,302.15
Fringe Benefits	\$1,377.00	\$125.00	\$1,252.00	\$500.00	\$752.00
<b>Total:</b>	<b>\$5,750.00</b>	<b>\$1,195.85</b>	<b>\$4,554.15</b>	<b>\$1,500.00</b>	<b>\$3,054.15</b>

  

Operating Expenses					
Line Item	Budgeted Amount	Paid	Remaining	Request Amount	Remaining if Approved
Other (Administrative Indirect Costs)	\$500.00	\$41.67	\$458.33	\$0.00	\$458.33
<b>Total:</b>	<b>\$500.00</b>	<b>\$41.67</b>	<b>\$458.33</b>	<b>\$0.00</b>	<b>\$458.33</b>

  

Award					
	Award Amount	Paid	Remaining	Request Amount	Remaining if Approved
<b>Total:</b>	<b>\$6,250.00</b>	<b>\$1,237.52</b>	<b>\$5,012.48</b>	<b>\$1,500.00</b>	<b>\$3,512.48</b>

Return
Edit Reimbursement Request
Delete Reimbursement Request

Click on the “Edit Reimbursement Request” button to correct the reimbursement request, following the steps outlined above to submit a reimbursement request.

You may also withdraw the request by clicking on the “Delete Reimbursement Request” button. However, deleting a returned reimbursement request and creating a new reimbursement request with the same attachments is not recommended.

For more information, watch the Reimbursement Request webinar at:  
<https://www.youtube.com/watch?v=ajTb9eyR57g&feature=youtu.be>