

# How to Withdraw a Reimbursement Request

After submitting a reimbursement request, a user may withdraw the request. Go to the View Reimbursement Request screen by clicking on the Search Payment tab on the top of the screen. Click on the “Submitted” box to search for reimbursement requests that have been submitted, but not approved. Start and end dates and grant award may also be selected to narrow down the search results. Click on the payment you want to withdraw to bring up the View Reimbursement Request screen.

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## Search Payments

### Filter

Start Date:  End Date:

Grant Award:

Current Status:  Approved  Reviewed  In Progress  Deleted  Submitted  Denied  Repayment

Clear Search

### Payments

1 Results Found

| Grant Name                    | Amount     | Date       | Status    |
|-------------------------------|------------|------------|-----------|
| FY 2022 VOCA Assistance Grant | \$2,000.00 | 02/07/2022 | Submitted |
| <b>Total:</b>                 | \$2,000.00 |            |           |

Return

Click on the “Withdraw Reimbursement Request” button at the bottom of the page.

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## View Reimbursement Request

**Subgrantee:**  
**Request Status:** Submitted 02/07/2022 01:51 PM ⓘ

**Grant Name:** FY 2022 VOCA Assistance Grant  
**Grant Number:** 2019-V2-GX-0030 1  
**Grant Period:** 10/01/2021 - 09/30/2022

**Request Amount:** \$2,000.00 **Coverage Dates:** 02/01/2022 - 02/07/2022

**Attachments (0)** ▾  
No Attachments found.

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

### Budgeted Items

#### Salaries and Wages

| Line Item                 | Budgeted Amount    | Paid              | Remaining          | Request Amount | Remaining if Approved |
|---------------------------|--------------------|-------------------|--------------------|----------------|-----------------------|
| Travel                    | \$1,225.00         | \$106.40          | \$1,118.60         | \$0.00         | \$1,118.60            |
| Advertising               | \$2,571.00         | \$0.00            | \$2,571.00         | \$0.00         | \$2,571.00            |
| Other (Client Assistance) | \$5,700.00         | \$0.00            | \$5,700.00         | \$0.00         | \$5,700.00            |
| Lease - Buildings/Land    | \$4,200.00         | \$350.00          | \$3,850.00         | \$0.00         | \$3,850.00            |
| Operating Fees/Services   | \$250.00           | \$0.00            | \$250.00           | \$0.00         | \$250.00              |
| Photocopying/Printing     | \$825.00           | \$68.75           | \$756.25           | \$0.00         | \$756.25              |
| Postage                   | \$220.00           | \$58.00           | \$162.00           | \$0.00         | \$162.00              |
| <b>Total:</b>             | <b>\$20,335.00</b> | <b>\$1,097.90</b> | <b>\$19,237.10</b> | <b>\$0.00</b>  | <b>\$19,237.10</b>    |

#### Award

|               | Award Amount       | Paid              | Remaining          | Request Amount    | Remaining if Approved |
|---------------|--------------------|-------------------|--------------------|-------------------|-----------------------|
| <b>Total:</b> | <b>\$84,650.00</b> | <b>\$6,507.83</b> | <b>\$78,142.17</b> | <b>\$2,000.00</b> | <b>\$76,142.17</b>    |

Return Withdraw Reimbursement Request ⓘ

A pop-up box will appear, click on “Confirm” to continue. The user will then be able to delete or edit the reimbursement request.

Request Dates: 11/01/2020 - 11/15/2020

### Withdraw Reimbursement Request

You may withdraw a reimbursement request in order to delete it or edit it further. Are you sure you want to withdraw this reimbursement request?

Cancel Confirm

User will return to the View Reimbursement Request page. Scroll to the bottom of the page to edit the request or delete the request.

### Budgeted Items

| Operating Expenses |                   |               |                   |                 |                       |
|--------------------|-------------------|---------------|-------------------|-----------------|-----------------------|
| Line Item          | Budgeted Amount   | Paid          | Remaining         | Request Amount  | Remaining if Approved |
| Supplies           | \$1,931.00        | \$0.00        | \$1,931.00        | \$100.00        | \$1,831.00            |
| <b>Total:</b>      | <b>\$1,931.00</b> | <b>\$0.00</b> | <b>\$1,931.00</b> | <b>\$100.00</b> | <b>\$1,831.00</b>     |

| Equipment   |                    |               |                    |                   |                       |
|---|--------------------|---------------|--------------------|-------------------|-----------------------|
| Line Item   | Budgeted Amount    | Paid          | Remaining          | Request Amount    | Remaining if Approved |
| Equipment/Computer/Furniture - Purchased            | \$24,351.00        | \$0.00        | \$24,351.00        | \$5,000.00        | \$19,351.00           |
| Equipment/Computer/Furniture - Installation/Support | \$4,718.00         | \$0.00        | \$4,718.00         | \$0.00            | \$4,718.00            |
| <b>Total:</b>                                       | <b>\$29,069.00</b> | <b>\$0.00</b> | <b>\$29,069.00</b> | <b>\$5,000.00</b> | <b>\$24,069.00</b>    |

| Award         |                    |               |                    |                   |                       |
|---------------|--------------------|---------------|--------------------|-------------------|-----------------------|
|               | Award Amount       | Paid          | Remaining          | Request Amount    | Remaining if Approved |
| <b>Total:</b> | <b>\$31,000.00</b> | <b>\$0.00</b> | <b>\$31,000.00</b> | <b>\$5,100.00</b> | <b>\$25,900.00</b>    |

Return [Edit Reimbursement Request](#)

[Delete Reimbursement Request](#)

### How to Edit Reimbursement Request

On the View Reimbursement Request page click on the “Edit Reimbursement Request” button on the bottom of the page. This will take you the Submit Reimbursement Request. Make edits to the budget, add attachments, and select coverage dates. Click on “Submit Reimbursement Request” button at the bottom of the page.

### Budget

| Operating Expenses |                   |               |                   |                 |                      |
|--------------------|-------------------|---------------|-------------------|-----------------|----------------------|
| Line Item          | Budgeted Amount   | Paid          | Remaining         |                 | Reimbursement Amount |
| Supplies           | \$1,931.00        | \$0.00        | \$1,931.00        | \$ 100.00       |                      |
| <b>Total:</b>      | <b>\$1,931.00</b> | <b>\$0.00</b> | <b>\$1,931.00</b> | <b>\$100.00</b> |                      |

| Equipment   |                    |               |                    |                   |                      |
|---|--------------------|---------------|--------------------|-------------------|----------------------|
| Line Item   | Budgeted Amount    | Paid          | Remaining          |                   | Reimbursement Amount |
| Equipment/Computer/Furniture - Purchased            | \$24,351.00        | \$0.00        | \$24,351.00        | \$ 5,000.00       |                      |
| Equipment/Computer/Furniture - Installation/Support | \$4,718.00         | \$0.00        | \$4,718.00         | \$ 0.00           |                      |
| <b>Total:</b>                                       | <b>\$29,069.00</b> | <b>\$0.00</b> | <b>\$29,069.00</b> | <b>\$5,000.00</b> |                      |

A pop-up to confirm edits will appear. Click on “Confirm” button to accept edits.

| Line Item | Budgeted Amount | Paid   | Remaining  | Reimbursement Amount |
|-----------|-----------------|--------|------------|----------------------|
| Supplies  | \$1,931.00      | \$0.00 | \$1,931.00 | \$200.00             |

  

| Line Item                                | Budgeted Amount | Paid   | Remaining   | Reimbursement Amount |
|--|-----------------|--------|-------------|----------------------|
| Equipment/Computer/Furniture - Purchased | \$24,351.00     | \$0.00 | \$24,351.00 | \$8,000.00           |

Total Requested: **\$8,200.00**

**Coverage Dates**  
11/01/2020 - 11/15/2020

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

## How to delete reimbursement request

On the View Reimbursement Request page, click on “Delete Reimbursement Request” at the bottom of the page. A pop-up will appear, click on “Confirm” to complete deletion of request.

**Delete Request**

Are you sure you want to delete this request?