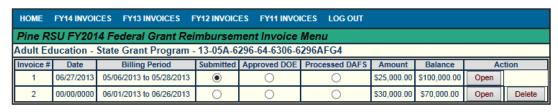
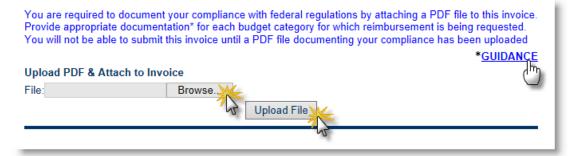
# Welcome to the Maine Department of Education Federal Grant Reimbursement System. Our aim is to make the reimbursement process as effortless as possible.



The **Invoice** # column automatically enters a number for the invoice. The date the invoice was submitted is listed under the **Date** header. The From and To billing dates are listed under the **Billing Period** header. The radio buttons under the next three columns will darken as the invoice is a) Submitted, b) Approved by MDOE, and c) Approved by the Department of Administrative and Financial Services (DAFS). The amount of the invoice is shown under the header **Amount**, and the balance remaining to be invoiced is shown under the **Balance** header.

You can open or delete an invoice by clicking on the corresponding button.

**File Upload** You may be required to document your compliance with federal regulations by uploading a PDF file. If so, you will see the following at the bottom of your invoice:



Click the **GUIDANCE** link for examples of supporting documentation to provide, or see the information below:

## **Guidance for uploading supporting documentation**

This request for reimbursement has been selected for review. Please submit supporting documentation to prove the expenditure(s) is allowable under EDGAR §80.22, §80.23, OMB Circular A-87, and all other applicable State and Federal rules, laws, and regulations.

The following are examples of supporting documentation to provide:

- Salaries & Benefits: payroll register, time and effort
- Purchased Services/Contracts: contract
- Travel: detailed travel voucher to include mileage, lodging, meals, purpose, dates, etc. and all applicable receipts (please provide all)
- Supplies/Books: invoice and purchase order
- Equipment: invoice and purchase order
- Capital Equipment: invoice and purchase order

If there are any questions about what supporting documentation should be provided please contact the grant management staff for assistance.

Your documentation must be in a PDF file format.

#### To create a PDF file:

If your documents are hard copies (paper copies), you will need to scan them to turn them into electronic files (files on your computer). Using your scanner or printer/scanner, scan your document. Be sure to select PDF as the output using your scanner/printer software.

If your document is already an electronic file (a file on your computer), you can copy and paste or insert it into a blank Microsoft Office document, such as Word or Excel. From there you can save your document as a PDF file by going to Save As, then choosing PDF.

#### To combine several PDF files into one PDF file:

There is software available to combine PDF files such as Adobe Acrobat. But, if you do not have the software available there are a few options. You could scan all of your documents as a group. Be sure to indicate that you would like the pages combined into one PDF using your scanner/printer software. Another option would be to combine your documents into one Microsoft Word file using copy and paste or insert and save it as a PDF as in the directions above.

### To upload a PDF:

- Click the Browse button to navigate to the document on your computer
- 2. Click the **Upload File** button
- 3. The document must be a PDF file
- 4. The document will be renamed automatically
- 5. To delete a document and start over click the **DELETE** button
- 6. Click on the document name to view the file