

eCivis Guide: Submitting Request for Reimbursement

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Completing the Request for Reimbursement

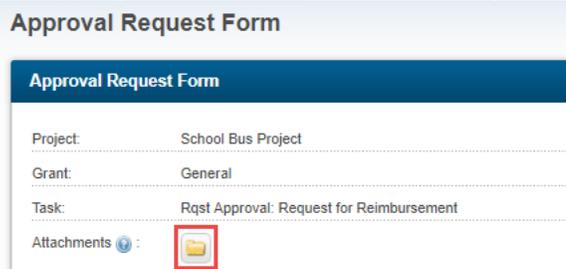
1. To send in the Request for Reimbursement, scroll to the bottom of the project dashboard. If you have been assigned a task, you will see your name in the Assigned To column:



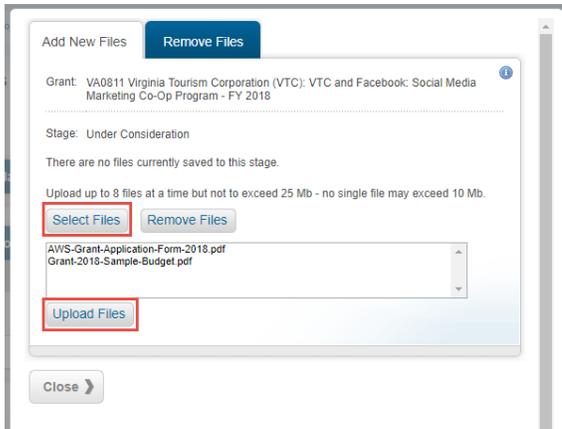
2. When you have your documents prepared and you are ready to send in your request for reimbursement, click on the checkbox in the Done column. You will be taken to the Approval Request Form, where you will attach your documents and leave any notes for the Program Manager:



3. On the Approval Request Form, a guide can be activated at any time by clicking on the question mark icon in the top right corner. Click on the Folder icon to upload the following reimbursement documents: [Request for Reimbursement Form](#), Invoice(s), [Scraping Certificate\(s\)](#), and scraping photos for each bus.



- Click on *Select Files* to choose the documents. Then, click on *Upload Files*:



- Next to Approval Date, type in today's date. You will see your uploaded files in the Files to Forward field. Leave any appropriate memos in the Notes to Approver box. Then, click *Save*:

Description: School Buses

Approver: GFR - Reimbursement Approval Group

Approval Due*: 07/26/2019

Reminder: +

Files to Forward: Application Place Holder (24.3 Kb)

Notes to Approver: Receipts on page 3 of document

970 Characters Left

Save Cancel

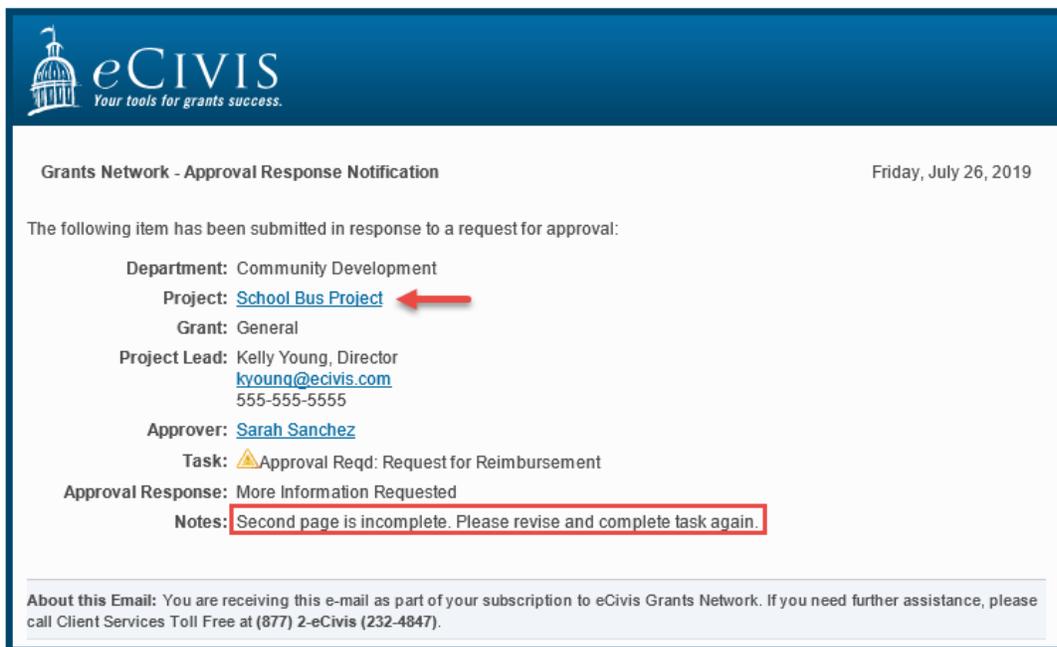
- The task will now be sent to the Program Officer- note its Assigned To name has changed:

Pending Tasks		Completed Tasks	Approval History		
Task Name	Grant	Stage	Assigned To	Due	
Approval Reqd: Request for Reimburs...	General	General	S. Sanchez	07/26/	

-

I received an email requesting more information

If a Program Officer needs more information, they will send the task back to you. If you have your task notifications enabled (Administration tab, My Preferences), you will receive the below email.



View the notes from the Program Administrator, then click on the Project Link to access the task and add more attachments.

Repeat the steps in [Completing the Request for Reimbursement](#) to send the task back to the Program Officer.

Where can I see my tasks?

From the homepage, you can view how many upcoming and past due tasks you have under My Action Items on the right side of the screen. If the Program Officer requires additional information from you, the task will also appear here:

The screenshot shows the eCIVIS dashboard with a navigation bar at the top containing: Home, Grant Management, Grant Research, Insight, Reports, and Administration. Below the navigation bar are three main action cards: Research (Find Grants), Tracking & Reporting (Manage Grants), and Insight (Best Practices and More). Underneath are two summary cards: Organization Activity Summary and Department Activity Summary, each with a 'View Organization/Department Dashboard' link. To the right is a 'My Action Items' card with a 'View Task List' link. This card is highlighted with a red border and contains two sections: 'Tasks (Next 7 Days)' with one item 'Tourism NOW!' and 'Past Due Items' with three items: 'Ball Park Lighting', 'New Playground', and 'Tourism NOW!'.

To view all of your tasks, you can click on “View Task List” within the same box. This will populate all of your assigned tasks and you can sort the list by project, grant, status, and due date. Click on the column header to sort these.

Project Calendar

Tasks

My Projects
 All Projects
 [Display as Calendar](#)

Project	Department	Task	Project Lead	Assigned To	Grant	Item Due
New Playground	Parks and Recreation	Rost Approval: Review	K. Young	K. Young	FD8335 KaROOM!: Creative Play Grants: Rigamajig - FY 2018	10/11/2018
Tourism NOW!	Parks and Recreation	Rost Approval: Review	K. Young	K. Young	VA0811 Virginia Tourism Corporation (VTC): VTC and Facebook: Social Media Marketing Co-	10/11/2018

If you have any additional questions, please review our [reimbursement instructions](#) provided online or contact Program Manager Sarah Sanchez at sarah.sanchez@azdoa.gov.