VFHY Invoice/Reimbursement Request Helpful Hints

- To begin, open the COVER page tab and complete the identifying information completely on top left and top right areas of form. Be sure to include your VFHY Contract Number and EIN. Enter all Line Item Program Contract Amounts from your final approved grant budget on cover page.

- Each month enter your name and title in the Type Name and Title spaces provided at the top left of form. Also enter the Date of Report (e.g. August 30, 2020) at top right. These serve as your electronic signature and are required.

- Then enter Expenditures for Report Period by line item. Use whole dollar amounts. The form will calculate your total expenditures and will reflect this amount in the Amount Requested box. The first reimbursement request for the year will show “0” in Reimbursement Requests to Date column.

- Use the appropriately labeled worksheet for each month and save the document after each use. The Remaining Amount Available and Reimbursement Requests to Date will calculate by line item each month. These figures will be displayed on the following month’s invoice.

- Email all invoices to your Regional Grants Administrator with “INVOICE” in the subject line. Send the entire workbook as one document each month.

- Invoices are due 30 days following the end of the month in which the expenses were incurred (i.e., expenditures incurred in July are due by August 30).

- Contact your Regional Grants Administrator with any questions about the use of this form.