



### 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.