VP09.04 - Submit Itemized Reimbursement Request Using Classic Form

Overview

Tax-Aide volunteers may elect to receive Itemized reimbursements by submitting a detailed list of their incurred expenses. Reimbursement policies and eligible expenses are detailed in the Financial section of the **Policy and Procedures Manual**, located in the Volunteer Portal > Libraries >Tax-Aide: General Information. Eligible expenses include travel costs (mileage, parking, tolls) for training and counseling/tax assistance and supplies for site use (paper, routers, etc). Receipts are required for all expenses except mileage.

Classic Form vs Wizard

An itemized reimbursement request may be prepared using either the Classic Form or the Wizard. The Wizard is meant to guide a volunteer through the process. It may be especially helpful to first-time users who are ready to complete a request in one sitting. See Volunteer Portal > Libraries > Volunteer Portal: Tip Sheets > 09 Reimbursements > **VP09.05 Submit Itemized Reimbursement Request Using Wizard**. Volunteers who are familiar with the process will generally choose the Classic Form.

Who Should Use this Tip Sheet

Volunteers who have met the requirement of working 40 hours in an assigned capacity during the tax season (in addition to training time), have incurred expenses, and want to submit a request for reimbursement of itemized expenses.

Reimbursement Submission – Overall Process

Each request is submitted from a specific assignment. The position determines what type of expenses may be submitted. Non-leaders may claim travel expenses for training and counseling/tax assistance. Leaders may also claim purchases and expenses of attending State-wide meetings.

Volunteers who *regularly* work at more than one Tax-Aide site should submit an itemized reimbursement for *each* site. Travel for sites worked infrequently (ex. as a substitute) should be included on the reimbursement for a regularly worked site. Non-leaders should submit one request per site per season, waiting until the end of the tax season to submit.

Choosing Flat Rate covers *all* assignments – one Flat Rate Reimbursement per volunteer per year.

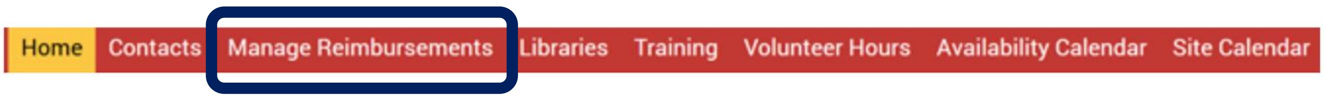
It is strongly suggested that non-leaders submit requests no later than May 31. This allows time for rejections/approvals and any necessary corrections before the deadline of June 30. Requests by leaders may be submitted any time within the same program year (October 1-September 30), but at least by the end of each quarter (3/31, 6/30, 9/30 and 12/31).

Once submitted, the direct supervisor will be notified by email and asked to review and approve the request. The volunteer will receive an email acknowledging the approval or explaining the rejection.

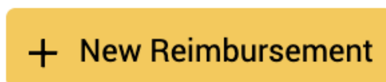
Once approved, the reimbursement will be paid by check sent to the volunteer's address listed in the Portal or by direct deposit using the information given on the volunteer's Portal Contact Record. See Volunteer Portal > Libraries > Volunteer Portal: Tip Sheets > 02 Introduction to the Portal > **VP02.02 *Contact Record*** for instructions on setting up direct deposit.

How to Request an Itemized Reimbursement Using the Classic Form

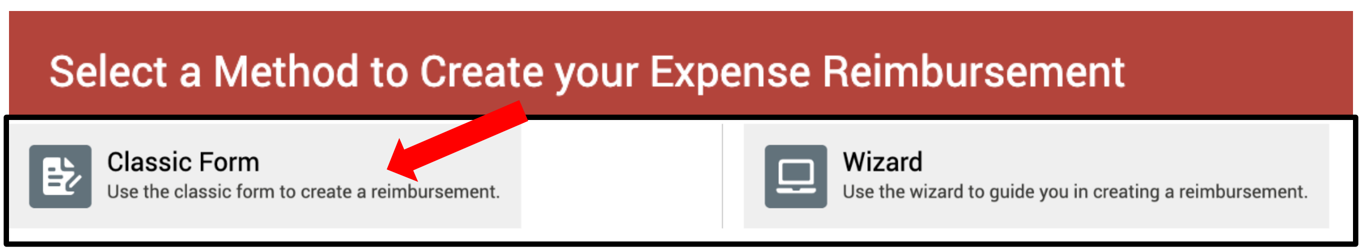
1. Sign into the Volunteer Portal.
2. Click the **Manage Reimbursements** tab on the red menu bar.



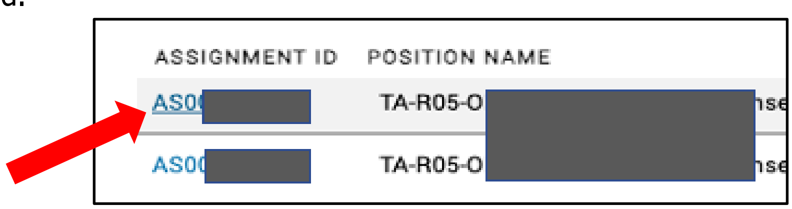
3. Click the **New Reimbursement** button in the upper right-hand corner of the Manage Reimbursement screen.



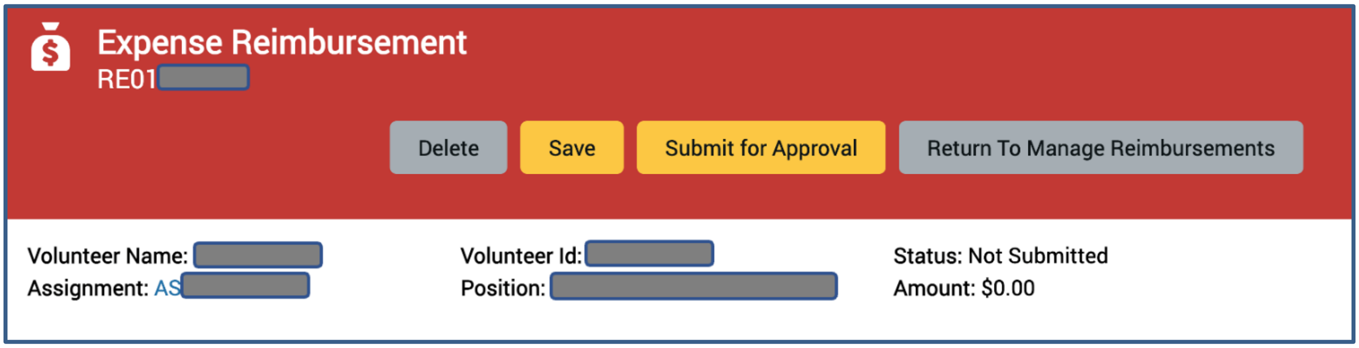
4. The next screen offers a choice of Classic Form or Wizard. Click **Classic Form**.



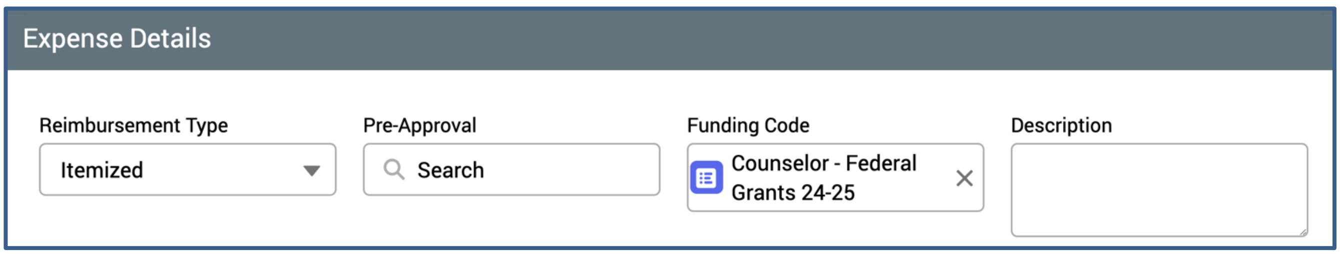
5. A pop-up window will display your current assignment(s). Click on the **Assignment ID** that corresponds to the position for which you are submitting the reimbursement. The Program Location column will identify the site. This is the location with which your reimbursement will be associated.



6. The reimbursement request form will open. The wide red banner at the top will say "Expense Reimbursement" and will have the Reimbursement request number RE#########. (If the banner is **green**, this is a pre-approval request. Click Delete and go back to step 3.) Just below the red banner, the request will show your name, Volunteer ID, Assignment number, Position, the request Status and the Amount. The Amount will update as lines are added to the request.



7. Scrolling down, the next section is titled **Expense Details**. It contains four fields:



- **Reimbursement Type** – Should default to "Itemized".
- **Pre-Approval** – Leave blank unless this is for expenses that have a Pre-Approval (See Volunteer Portal > Libraries > Volunteer Portal: Tip Sheets > 09 Reimbursements > **VP09.12 - *Create New Reimbursement From Approved Pre-Approval***)
- **Funding Code** – Auto-fills based on your Position. Change only if using Regional Funds.
- **Description** – Enter a general description of this reimbursement

8. Continuing to scroll down, the next area of the request form is "Line Items." Click on "Add New Line Item"

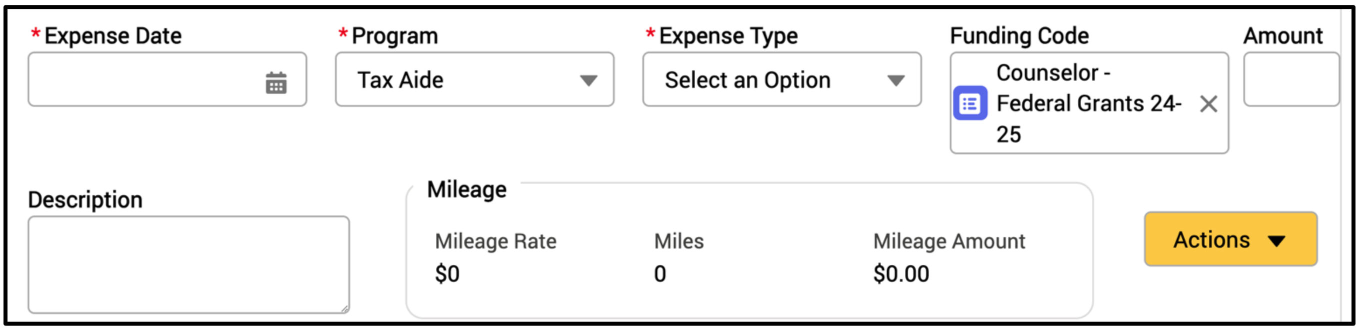
Multiple Expense Types may be entered on the same reimbursement request, but each Type will require a separate line. In addition, if entering travel expenses, mileage must go on a line separate from parking/tolls.

Per **Policy and Procedure Manual** requirement (7.2.4): Show the exact date, purpose, location, and roundtrip mileage for each day mileage was incurred for that site/assignment. This information can be shown by:

a) individual lines on the reimbursement request for each separate day (this can be done easily with the cloning feature)
b) a detailed attachment such as a spreadsheet
c) a detailed explanation in the **Description** area of the reimbursement request.

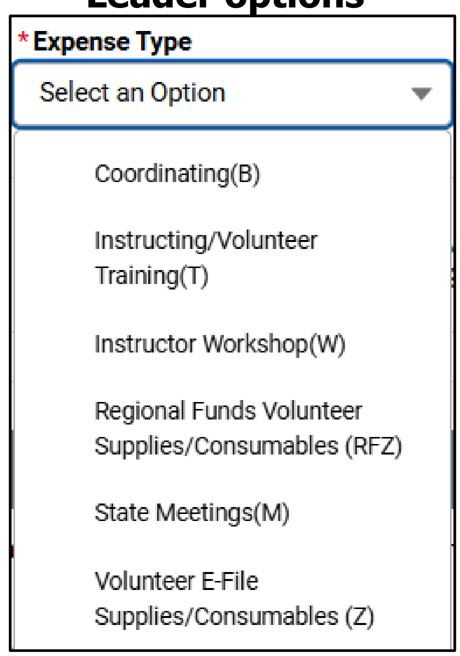
An example of option c) would be "Mileage to site ABC every Thursday during tax season. 10 trips. Roundtrip is 32 miles." Enter the last date of travel in the **Expense Date** box.

Each new line will open as shown; enter information as instructed below.

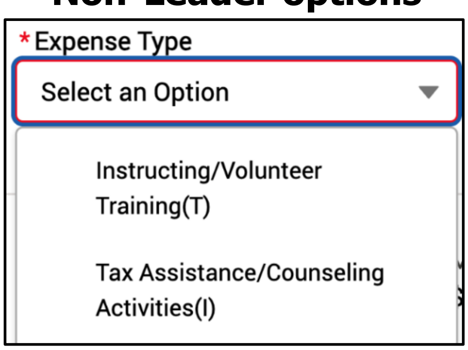


Expense Date – The date entered must be today or earlier. The system will not accept future dates. If combining mileage for several trips, enter the last date.
Program – Will be pre-filled to "Tax Aide." *<u>Do not change</u>*.
Expense Type – Use the drop-down menu to select the correct Expense Type. The choices offered will depend on the Position. Shown here are the options offered to Non-Leaders and Leaders. See the **Policy and Procedures Manual**, located in the Volunteer Portal > Libraries >Tax-Aide: General Information for details.

Leader options



Non-Leader options



Funding Code – *Do not change*. Determined by the Expense Details line.

Amount – Enter the dollar amount if this is for a purchase. If entering mileage, leave this field blank.

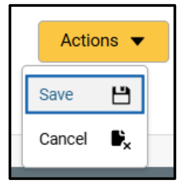
Description – If grouping multiple trips, use this space to provide required details of dates, destinations, and round-trip mileage, or note that details are provided in an attachment.

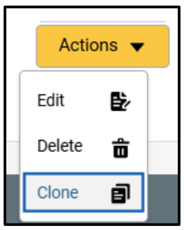
Mileage - Rate – Use the drop-down to choose the mileage rate you wish to claim.

Mileage - Miles – Enter the total distance being claimed

Mileage Amount – Calculated by the system based on the rate and miles entered.

When all fields have been completed, click on the gold *Actions* button. Select **Save**. A green message at the top of the screen will say Item Successfully Saved.





If more information needs to be entered, click "Add New Line Item" and repeat the above instructions (Step 8). If the next line needed is similar to the previous saved line (ex. same trip on a different date), choose **Clone** from the Actions button of the saved line. Then edit as needed (ex. change the date).

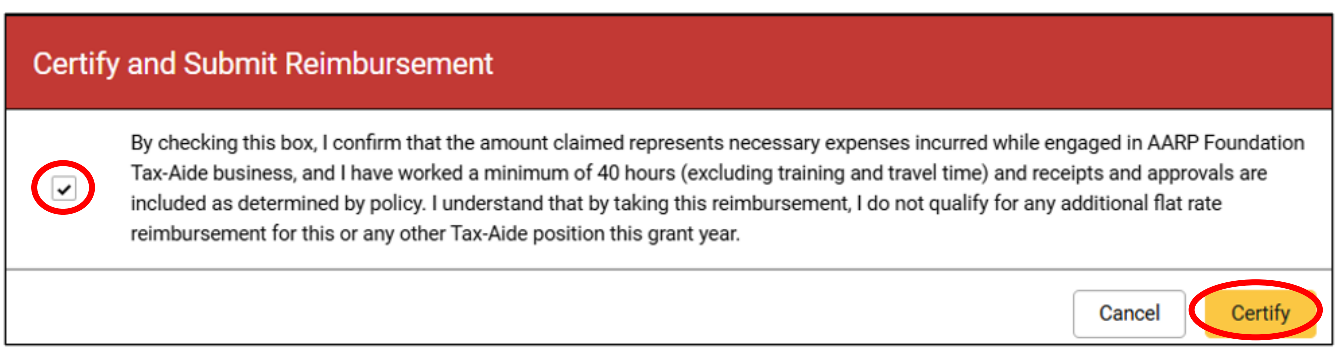
9. All non-mileage expenses require receipts. If a receipt is required for this request, scroll down to the **Add Receipts or Attachments** section. Click **Upload File** to find the receipt or a file on your computer. Repeat this step until all receipts have been attached.

For successful submission, attachments cannot be larger than 25 MB.

10. Review the reimbursement for accuracy. If you would like to complete your Reimbursement Request at a later date, click the **Save** button at the top of the reimbursement record.

11. If the request is ready to submit now, click **Submit for Approval** in the top right-hand corner.

12. A pop-up window will open to Certify and Submit. Check the small box agreeing that you meet the Policy requirements for claiming a reimbursement. Then click on Certify.



13. A green box at the top of the screen will indicate the reimbursement has been successfully submitted. If you do not get the green box, there will be a message indicating what you need to correct. If you need assistance, contact your leader or your state's ADS (Administration Specialist).

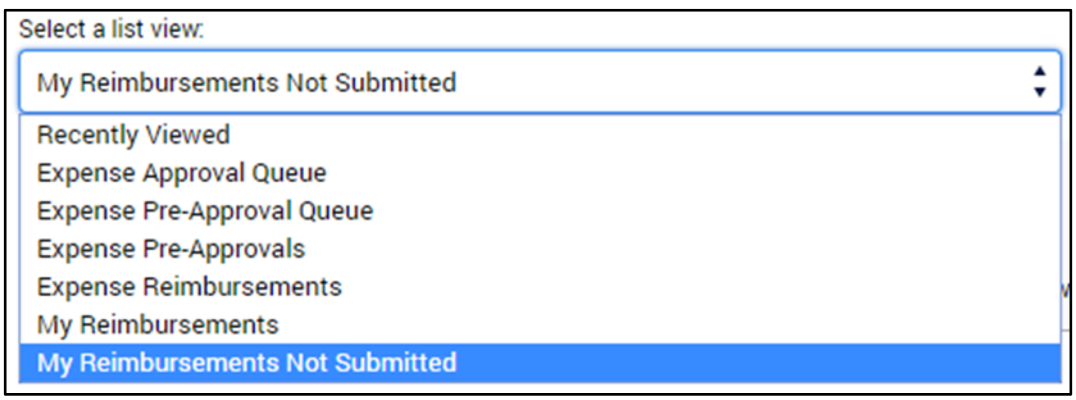
14. After submitting, the Reimbursement record will be locked. If changes are needed, click **Recall**, make edits, and click **Submit for Approval**. **Recall** can only be used *before* a request has been approved/rejected.

15. To close the Reimbursement Request after submitting or saving, click on any main Portal menu heading or sign out of the Portal.

16. The request will be sent to your supervisor for review and approval.
    - If approved, funds will be paid by check or by direct deposit depending on the information on your Portal Contact Record. See Volunteer Portal > Libraries > Volunteer Portal: Tip Sheets > 02 Introduction to the Portal > **VP02.02 *Contact Record*** for instructions on entering Direct Deposit information.
    - If the request is rejected, you will receive an email including the reason for the denial. Follow the instructions in the email to re-open the request, make corrections and resubmit.

How to Access and Update a Saved Reimbursement

1. Click the **Manage Reimbursements** tab.
2. From the "Select a list view" drop-down menu (top left of screen), select **My Reimbursements Not Submitted**



3. A list of *My Reimbursements Not Submitted* requests will show. Click the **Reimbursement ID** to the left of the reimbursement you wish to update.
4. Follow the steps in the ***How to Submit an Itemized Reimbursement*** section above to complete your updates.