

How to Get Reimbursed For Grant Expenses

January 2024

You/your volunteers can be reimbursed for items necessary to complete approved grant projects. This can include reimbursements for materials or supplies you need for your project and/or reimbursement of volunteer expenses like mileage to and from an approved project site.

There are three methods for reimbursement:

1. You pay for an item personally and then complete & submit a 2024 Grant Reimbursement Form to the grant administrator. This is also the method for submitting reimbursement for volunteer expenses such as mileage, per diem, or stock days. A 2024 Reimbursement Form is needed for EACH VOLUNTEER SEEKING REIMBURSEMENT (see directions below).
2. Your chapter pays for an item utilizing the **chapter credit card**. Email a copy of the invoice/receipt for each item to the BCHW grant administrator. **PLEASE include two signatures on each invoice/receipt and full name on the credit card that was used to make the purchase.** This grant expense will NOT run through chapter accounts but will be managed at the state level. No 2024 Grant Reimbursement Form is required.
3. BCHW grant administrator utilizes BCHW credit card to directly pay for an item. Work directly with the grant administrator, no 2024 Grant Reimbursement Form is required.

Directions for Filling Out 2024 Reimbursement Form – Use a 2024 Grant Reimbursement Form when reimbursing a volunteer for grant-related expenses. An Excel spreadsheet (digital) is preferred, but a completed paper form is acceptable.

1. Fill in Grant Type: RTP, Challenge Cost Share, Others
2. Fill in Grant Number (example: #20-2005; leave blank if you are unsure)
3. Worksite – This is where the work took place (example: Pacific R.D. – Mt. Muller)
4. BCHW Accounting Code: leave blank
5. Fill in NAME of person requesting reimbursement (this is the name that will go on the check).
6. Mailing Address of person being reimbursed (this is the address the check will be sent to).
7. Date – The day you are submitting the reimbursement request.
8. Phone – The best phone number to contact the person requesting reimbursement
9. Date – This is the date the purchase/reimbursement was made
10. Vendor – Who received payment (store, volunteer)
11. Explanation/Description – List the item purchased (attach receipt/invoice or field sheet as documentation)
12. Amount – Cost of the item(s).
13. You can list multiple items per reimbursement form; total adds at the bottom
14. Submit completed reimbursement form and documentation to grant administrator.
15. Every Reimbursement Form MUST also have back up documentation for each expense. This can be an invoice, receipt, or a Field Sheet (for reimbursement of per diem, POV, or stock).