GrantableHQ Resource

GHQ GrantableHQ

Reimbursement Tracking Starter Guide

A sample guide for separating grant reimbursement activity from the accounting ledger while keeping source support easy to find.

1. Core Approach

- Keep the accounting ledger as the financial system of record
- Track reimbursement activity in a separate grant support log or tracker
- Link each reimbursement line back to source support and coding
- Use consistent file naming so documents are easy to retrieve

2. What stays in accounting

- GL detail and posted transactions
- Fund, project, property, or job coding
- Vendor payments and payroll entries
- Budget-to-actual reporting
- Cash receipts for reimbursements received

3. What to track separately

- Draw or reimbursement request number
- Request period covered
- Amount requested, approved, and received
- Submission date and payment date
- Supporting document location
- Open balance or follow-up notes

4. Suggested tracker fields

- Grant name
- Draw/request number
- Cost period
- Expense category
- Amount eligible
- Amount requested
- Amount approved
- Amount received
- Date submitted
- Date received
- Source file link or folder reference
- Status

5. Simple monthly workflow

1. Export or review coded grant expenses from the accounting system
2. Identify eligible costs for the reimbursement period
3. Update the reimbursement tracker with amounts and support references
4. Assemble backup documents and submission package
5. Submit the draw or reimbursement request
6. Record approval, cash receipt, and any remaining differences

6. Source support checklist

- [ ] Invoice or vendor support is saved
- [ ] Payroll support is saved, if applicable
- [ ] General ledger detail is retained
- [ ] Calculation sheets are included
- [ ] Submission confirmation is retained
- [ ] Approval or payment evidence is retained

Starter file structure

- 01 Award & Budget
- 02 Reimbursement Tracker
- 03 Backup by Request
- 04 Submission Confirmations
- 05 Cash Receipts & Reconciliations

7. Common mistakes to avoid

- Mixing requested amounts with received amounts
- Losing the link between ledger activity and backup documents
- Reusing inconsistent request numbers or file names
- Failing to document partial approvals or reductions
- Not reconciling open reimbursement balances

Helpful principle

Let accounting record the transaction, and let the reimbursement tracker explain the reimbursement story.

Organizabion: ____________________ Reviewed By: ____________________ Date: ____________

GrantableHQ helps organizations keep awarded grants organized from award setup through audit support.

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