Reimbursements

SAMIS allows an Agency, through the role of Creator, to initiate a reimbursement request. The Children’s Trust uses the request for reimbursements to reimburse the agency for expenses paid by the Agency during the billing period that will be reported. All expenses must be billed in accordance with the approved budget. As a reminder, reimbursements are due by the 15th of each month following the invoiced period. Refer the Attachment B of your contract for more details.

Before you create a reimbursement

- A budget needs to be approved before creating a reimbursement
- Update Position Management for any change in staff assignment. (For example, if reimbursement is requested for a position where a temporary TBD Staff was setup, the staff assignment must be updated before position can be reimbursed.)

SAMIS Reimbursements: Business Rules

- Reimbursements are due on the 15th of every month following the invoice period, and they must be submitted by or before the due date.
- Only one (1) fiscal document can be processed at a time per program.
- Always keep original receipts, packing slips and any supporting documentation related to any expense incurred as required in your contract.
- The CSC Allocation of the expenditures that is being requested for reimbursement agrees with your executed budget.
- Changes in staff assignment must be recorded in Position Management as soon as they occur. Add a comment the document, to denote any temporary substitution, that has occurred during the billing period and for which reimbursement is being requested. For example: “teacher A replaced teacher B for (enter date) in (program name).
- SAMIS is a cost reimbursement system. Therefore, reimbursement request should include only those expenditures paid within the billing period that is being reported.
- FICA/MICA is the only Fringe Benefit calculated by Position/Staff. All other fringe benefits (retirement, insurance, worker’s compensation, unemployment) are entered as a total amount in the position named “Fringe Benefits”.
- The Children’s Trust requires that the contents in the Vendor Name field are substantial enough to connect each charge to the approved budget.
- Use the Narrative Log to add comment that may serve to clarify any item for which reimbursement is being requested.
- For all contracts involving services provided by a subcontractor, the Attestation of Payment (Form D) must be uploaded in the Document Repository and linked to the proper reimbursement.
How to create a Reimbursement

**Important:** SAMIS will not let the Creator to create a fiscal document if any other fiscal document is in the system pending for approval. In addition, **there must be an approved budget for the selected fiscal year in order to create a reimbursement.**

1. From the SAMIS Dashboard screen, hover over the Fiscal tab and select **My Approval Que.**

2. Select **New Approval Request**

3. Select the appropriate **Fiscal Year** from the dropdown list.
4. Select the appropriate **Agency / Program** from the dropdown list.
5. Select **Reimbursements** from the **Area** dropdown list.
6. Enter the first day of the month that will be reported in the **Period Begin** field.
7. Enter the last day of the month that will be reported in the **Period End** field.
8. Select **Start Request.**
The system has now created a **Reimbursement** and is ready for you to **Enter Expenses**.
Understanding the Reimbursement Summary Screen

Salary Account: Provides the total expenses related to Salaries and Fringe Benefits accounts.

Expense Accounts: Provides the total expenses related to non-personnel accounts.
When entering payment information use the following guideline to assist in recording your expenses in SAMIS:

<table>
<thead>
<tr>
<th>Payment made using</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Card</strong></td>
<td>Enter information of the payment made to the credit card company. Include next to credit card company name, the vendor name where the purchase was made. For example, a check paid to Capital One for office supplies would be listed in SAMIS as follows:</td>
</tr>
<tr>
<td>**Check #</td>
<td>Check date</td>
</tr>
<tr>
<td>18373</td>
<td>08/25/2015</td>
</tr>
<tr>
<td><strong>Debit Card</strong></td>
<td>Enter the confirmation or transaction id in the <strong>Check #</strong> field. This number can be located in the receipt. Example: Debit card transaction that paid for student books.</td>
</tr>
<tr>
<td>**Check #</td>
<td>Check date</td>
</tr>
<tr>
<td>2545814</td>
<td>08/10/2015</td>
</tr>
<tr>
<td><strong>EFT or ACH</strong></td>
<td>Enter “EFT” or “ACH” as the check number, and include the confirmation number next to the vendor name. Example of EFT transaction:</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td><strong>Check #</strong></td>
</tr>
<tr>
<td>Regular Salaries and Wages</td>
<td>EFT</td>
</tr>
<tr>
<td><strong>Example of ACH transaction</strong></td>
<td></td>
</tr>
<tr>
<td>**Check #</td>
<td>Check date</td>
</tr>
<tr>
<td>ACH</td>
<td>08/10/2015</td>
</tr>
<tr>
<td><strong>Petty Cash</strong></td>
<td>Enter ‘PC’ for petty cash in the check number field. Enter the vendor name and a brief description of the purchase in the Vendor Name field.</td>
</tr>
<tr>
<td>**Check #</td>
<td>Check date</td>
</tr>
<tr>
<td>PC</td>
<td>08/10/2015</td>
</tr>
<tr>
<td><strong>Staff Reimbursement</strong></td>
<td>When reporting a staff reimbursement, enter a brief description of the purpose of the reimbursement in the Vendor Name field.</td>
</tr>
<tr>
<td>**Check #</td>
<td>Check date</td>
</tr>
<tr>
<td>18367</td>
<td>08/22/2015</td>
</tr>
</tbody>
</table>
Refunds from a vendor

If the agency receives a credit or refund for expenses already reimbursed by The Children’s Trust, the credit must be enter under CSC Allocation field as a negative number. The payment information should be the same as originally reported.

For example: Cost of a field trip was reported originally as follows:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Check date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>CSC Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>08/01/2015</td>
<td>Miami Science Museum</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Agency received a refund for $150.00, the transaction should be recorded as follows:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Check date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>CSC Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>08/01/2015</td>
<td>Miami Science Museum</td>
<td>$150.00</td>
<td>-$150.00</td>
</tr>
</tbody>
</table>

Indirect Cost

Enter “0000” in the Check number. The Check date should be the last day of the reimbursement month.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Check date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>CSC Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>08/31/2015</td>
<td>IndirectCosts</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>
Reimbursement Salary Worksheet

1. Select the **Regular Salaries and Wages** link from the Reimbursement screen.

2. For each applicable position, enter the portion of the **Gross Salary** and **FICA/MICA** for which reimbursement is being requested.
3. Enter the expenses related to Retirement Contributions, Life and Health Insurances, or Workers Compensation into the Fringe Benefit category.

4. Select Add Payment to record information in the Payments made for payroll taxes and fringe benefits section. This section is to support the information related to salary and fringe benefits for which reimbursement is being requested.

   a. Select a category from the Category dropdown list.

   b. Enter the check number in the Check # box. If the payment was made using EFT, enter “EFT” as the Check Number and enter the confirmation number as part of the payee name in the Payee box. When entering a check number, you can use a range of check numbers to group the payments made for the payroll that is being recorded.

   c. Select a date from the calendar or enter a date in the Check Date field.
d. Enter the name of the payee in the **Payee** field.

e. Enter the amount of the check in the **Amount** field. Please note that salaries are reported in the Salary section as the Gross Salary, but payments are recorded in this section as the Agency’s “net payment.”

f. Select **Add New Payment** until all payments are recorded.

5. Enter the payroll check run dates in the **Payroll Check Run** box. Payroll check run dates refers to actual dates of the checks (not to pay periods), for example: 09/15, 09/30.

6. Select **Save** to save your changes and to return to the **Reimbursement** screen.
Operating Expenses

1. Select the appropriate Expense Account link from the Reimbursement screen.

2. Select Add Payment to record payments made related to the account selected for which reimbursement is being requested.

   a. Enter the check number in the Check # box. If the payment was made using EFT, enter “EFT” as the Check Number and enter the confirmation number as part of the vendor name in the Vendor Name box.

   b. Select a date from the calendar or enter a date in the Check Date field.

   c. Enter the vendor name in the Vendor Name field. (This should be who the check was written, or payment disbursed to)

   d. Enter the amount of the check in the Check Amount field.

   e. Enter the amount being requested to The Children’s Trust under the CSC Reimbursement column.

   f. Continue to select Add New Payment until all payments are recorded.

   g. Select Save to save your changes and to return to the Reimbursement screen.
3. Repeat step 1-2 until all applicable costs for the operating expenses accounts are reported.
4. Once all Salary Account and Expense Account information has been entered, click Save at the bottom of the Reimbursement Summary page.
Advances/Adjustments

If the agency has received funds in advance, the money is owed back to The Children’s Trust. The **Advance/Adjustment** button allows the agency to apply the expenditures that are being requested for reimbursement to repay the advanced amount.

To apply expenditures to repay an advance:

1. Press the **Advance/Adjustment** button on the Reimbursement screen.

2. In the **Advances/Adjustments** screen, select the **Outstanding Adjustments** from the list and fill out the required fields.

3. Enter the amount into the **Amount to Apply** field. (Do not enter negative numbers)

4. Add a comment into the **Comments** box.

5. Click **Apply Advance/Adjustment** to include this advance re-payment to the current reimbursement.
Add File to Document Repository

If applicable, use the Add File to Document Repository button to upload a document into Document Repository from the Reimbursement screen.

1. Type a title in the Title field. (Avoid special characters such as : / , @ # % & ‘ $)
2. Type a description of the document in the Description field.
3. Click the Browse button to select the file from your computer.
4. Click the Upload Document button to upload your document into Document Repository.