



South Carolina Emergency Management Division

Office of the Adjutant General
2779 Fish Hatchery Road, West Columbia, S.C. 29172

HMGP Request Reimbursement Instructions

1. When viewing the project currently in progress, select the “Create New Request” option at the top of the screen.

The screenshot displays the HMGP web application interface. At the top, there is a navigation bar with tabs for ACCOUNTS, PROJECTS, and FINANCES. The user is logged in as John Doe. The main header shows the project name 'Project F9999-S1 - Test' and the obligation date 'Obligated on Jun 02, 2015'. Below the header, there is a toolbar with two buttons: 'New Meeting' and 'Create New Request'. The 'Create New Request' button is circled in red. The main content area shows a 'Payments' section with a 'Payables' sub-section. A table with one row of data is visible, showing a payment of \$300.00 with a state amount of \$100.00. The table columns include Pay #, Fed Amt, F Check No, State Amt, S Check No, Tri..., Approved, Workflow Step, and Days.

Pay #	Fed Amt	F Check No	State Amt	S Check No	Tri...	Approved	Workflow Step	Days
1	\$300.00		\$100.00		RF...	Dec 15, 2015	5) Paid	7



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2. Select “New Reimbursement Request”.

Quick Search: 1 results

Create a New Request

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

New Reimbursement Request This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.	New Advance Request This form requests funding from the State on a given project without having any actual documentation of expenses.
New Project Closeout This form notifies the State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.	New Time Extension This form notifies the State that the physical work on a project will not be completed by the work completion deadline. Typically this request for an extension should be made at least 30 days prior to an upcoming deadline.
New Scope Change This form notifies the State of a request for a Scope of Work Change should it be advantageous to make additional	New Project Appeal This form notifies the State of a desire to Appeal a Federal Determination regarding account or project eligibility.

Cancel

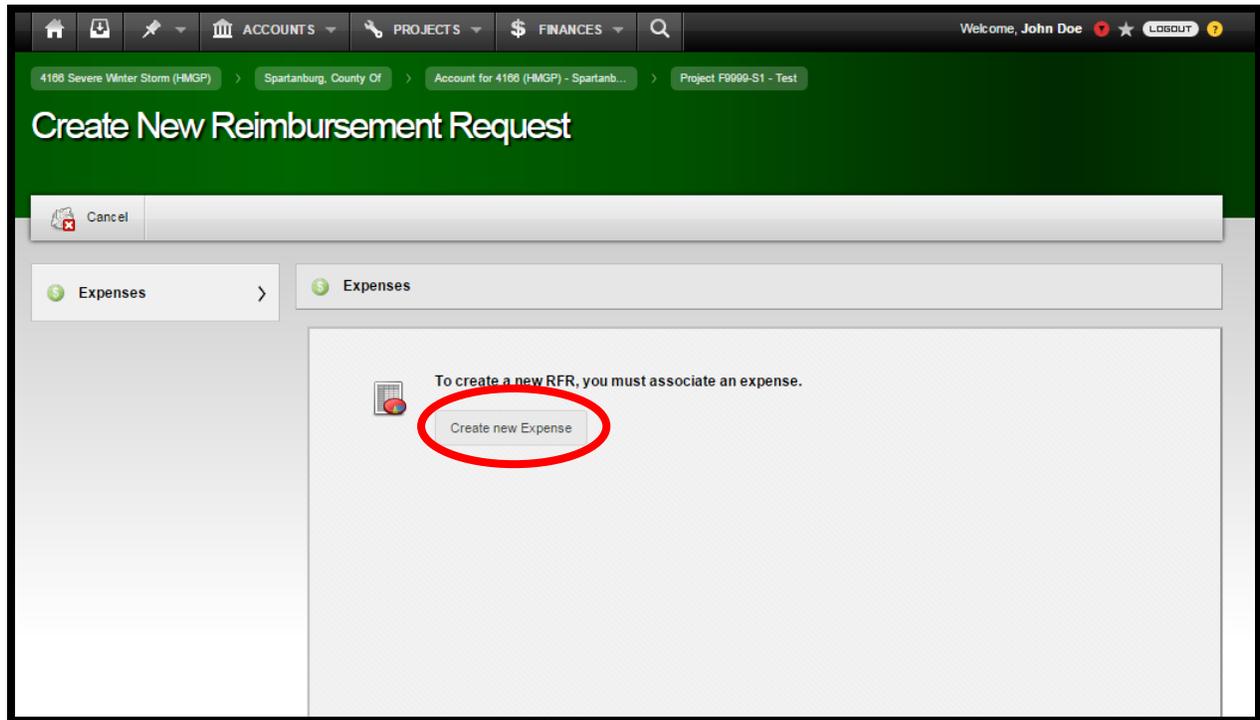


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3. Select "Create new Expense".

NOTE: RFR is short for "Request for Reimbursement".





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4. Select the type of reimbursement being requested, and provide the exact amount. When finished, select “Create” at the top of the screen.

While comments are not required, providing details regarding your request may prevent problems in the approval process.

The screenshot displays the 'Create New Expense' interface. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances. The user is logged in as 'John Doe'. The breadcrumb trail indicates the current location: '4188 Severe Winter Storm (HMG) > Spartanburg, County Of > Account for 4188 (HMG) - Spartanb... > Project F999-S1 - Test'. The main heading is 'Create New Expense'. Below this, there are two buttons: 'Create' (highlighted with a red circle) and 'Cancel'. A 'Form' tab is active. The form contains the following fields:

- Type:** A dropdown menu with 'Select One' as the current selection.
- Amount Requested:** A text input field with a dollar sign (\$) to its left. Below the field, there is a status message: 'Project Eligible Obligated \$10,000.00, Federal Obligated \$7,500.00, Expended \$6,400.00'.
- Comments:** A large text area for providing details.



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5. You will now be able to view the reimbursement being requested. If you are satisfied with the information that you have provided, select “Submit” at the top of the screen.

Your request will then be sent to SCEMD and FEMA for review and approval.

4188 Severe Winter Storm (HMGP) > Spartanburg, County Of > Account for 4188 (HMGP) - Spartanb... > Project F9999-S1 - Test

Project F9999-S1: Reimbursement Request

Draft

Submit Delete New Expense

Summary Expenses Notes Documents Workflow History

Expenses

Quick Search: 1 results

#	Type	Contractor	Reference #	Amt
12	Check			\$5,000.00