

GEER EANS Reimbursement Process Directions and Overview

Purpose

Welcome to the GEER EANS reimbursement process. These instructions will guide you through filling out the [GEER EANS Reimbursement Request Forms](#). It is imperative that everything be filled out in order for the VTAOE to process your request as quickly as possible. As a reminder, per the US Department of Education requirements, all reimbursement requests must be submitted to AOE by **August 23, 2021**.

As you proceed through the reimbursement request forms, you will notice that some of the information is prefilled and is locked for editing. This will help to speed the process up and will help to eliminate errors that could cause the process to slow down. The reimbursement request forms are designed to allow you to tab through from the top to the bottom and will only take you to the cells that you need to fill in.

There are two different reimbursement request forms for GEER EANS. Each form is on its own tab or sheet.

- The first tab is the form to request reimbursement for all approved expenditures for the period of March 13, 2020 through March 23, 2021.
- The second tab is the form to request reimbursement for the approved expenditures for the time period of March 24, 2021 through August 23, 2021.

You will need to re-use the reimbursement request forms for each reimbursement request, updating the necessary information as you go.

Previous Reimbursement Form (March 13, 2020 through March 24, 2021)

Once the reimbursement request form is complete, print the form and have your Head of School sign and date it. Typed signatures will not be accepted. Once the form is signed, scan the signed form as well as all of the supporting documentation (invoices, packing slips, proof of payment). The signed [Title Transfer Agreement](#) needs to be included if applicable. Email the reimbursement request forms and supporting documents to the attention of John Leu at AOE.SDE@vermont.gov.

Follow these steps to request reimbursement for your previous expenses:

1. Line 10: Please enter your school's legal name
2. Line 12: Please enter the agreement number which can be found in the top right-hand corner of your fully-executed application.
3. Line 13: Please enter the approved agreement amount.

Contact Information:

If you have questions about this document or would like additional information, please contact: John Leu at AOE.SDE@vermont.gov.

4. Line 18: Please indicate if this is a final report. By choosing "YES", you are indicating that you will not be requesting any further funds and we will close out the agreement and you may forfeit any remaining funds.
5. For the time period ending March 23, 2021, please indicate that the submission is the final submission for that time period only. This will close out that portion of the agreement only.
6. Line 23, column C: Please enter the approved budget for this category.
7. Line 23, column F: Please enter the amount that you are requesting reimbursement for
8. that budget category.
9. Line 35, Column C: This expense should be IT materials excluding laptops, desk top computers and tablets.
10. Line 37, Column C: These expenses are laptops, desk top computers and tablets.
11. Please repeat steps 5 and 6 for lines 25, 27, 29, 31, 33, 35, 37, 39 and 41.
12. Line 49: Please confirm that you have attached the appropriate supporting documentation by selecting "yes." We require copies of all invoices that have been paid. These invoices must match the total reimbursement request. Any differences will cause the report to be rejected and returned for updating. The VTAOE may not make any payments without this documentation.
13. Line 62: Please enter your name, email address and phone number. This is necessary in case we need to contact you with any questions about the request.

Future Reimbursement Form (March 24, 2021 through August 23, 2021)

The reimbursement request form is for approved expenses after March 24, 2021. You will need to use this form over again, updating the budget category amounts as necessary, as well as the year to date amounts. You may request reimbursement as frequently as monthly, and you are welcome to include multiple months in a single request. Payments are processed twice a month.

Once the reimbursement request form is complete, print the form and have your Head of School sign and date it. Typed signatures will not be accepted. Once the form is signed, scan the signed form as well as all of the supporting documentation (invoices, packing slips, proof of payment). The signed [Title Transfer Agreement](#) needs to be included if applicable. Email the reimbursement request forms and supporting documents to the attention of John Leu at AOE.SDE@vermont.gov.

Follow these steps to request reimbursement for approved expenses after March 24, 2021:

1. Line 10: Please enter your school's legal name
2. Line 12: Please enter the agreement number which can be found in the top right-hand corner of your fully-executed application.
3. Line 13: Please enter the approved agreement amount.
4. Line 16: update the "Disbursement Dates", which is the time frame for the actual expenditures. For example, for expenditures from 3/24/21 through the end of April, you would enter 3/24/21 and 4/30/21. Any expenditures that you are requesting reimbursement for would need to fall within that time frame.

5. Line 18: Please indicate if this is a final report. By choosing "YES", you are indicating that you will not be requesting any further funds and we will close out the agreement and you may forfeit any remaining funds.
6. Line 23, column C: Please enter the approved budget for this category.
7. Line 23, column D: Please enter the reimbursement amount you have received to date for that budget category. You will need to update this amount as applicable each time you submit a reimbursement request.
8. Line 23, column F: Please enter the requested reimbursement amount for that budget category.
9. Line 35, Column C: This expense should be IT materials excluding laptops, desk top computers and tablets.
10. Line 37, Column C: These expenses are laptops, desk top computers and tablets.
11. Please repeat steps 5 and 6 for lines 25, 27, 29, 31, 33, 35, 37, 39 and 41.
12. Line 49: Please confirm that you have attached the appropriate supporting documentation by selecting "yes." We require copies of all invoices that have been paid. These invoices must match the total reimbursement request. Any differences will cause the report to be rejected and returned for updating. The VTAOE may not make any payments without this documentation.
13. Line 62: Please enter your name, email address and phone number. This is necessary in case we need to contact you with any questions about the request.