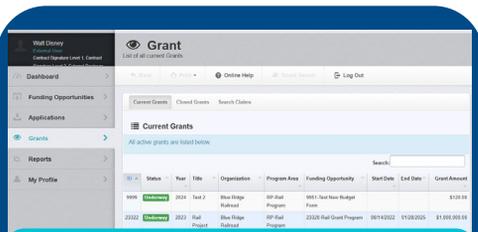
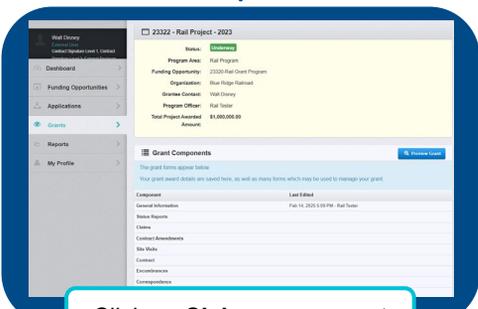


Submit a Claim

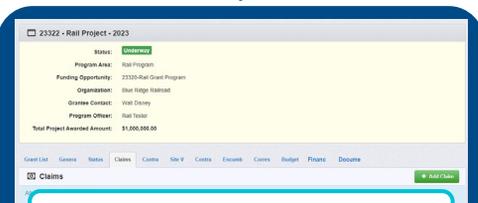
This process is initiated by the Grantee. To submit a claim, ensure you have all the necessary materials and labor invoices for this project. Claims may be submitted once every 30 days as necessary based on project progress and expenditure rates. Upon project completion, the Grantee has 90 days to submit the final claim to DRPT.



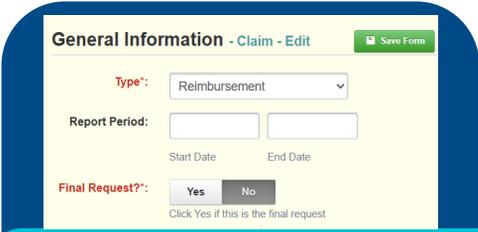
1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page



Click on **Claims** component

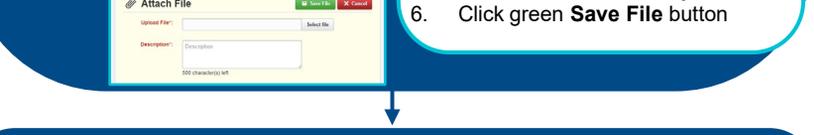
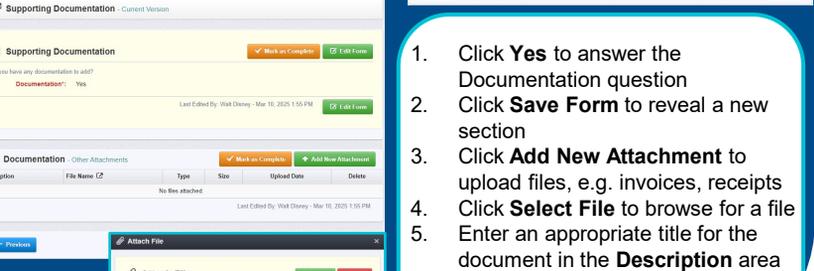
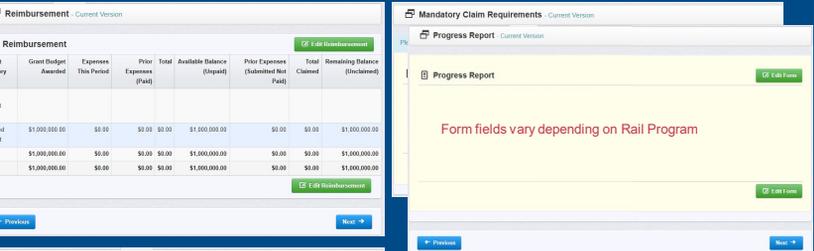
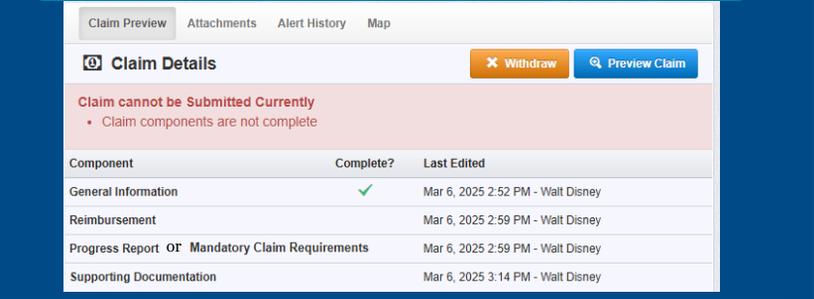


Click green **Add Claim** button

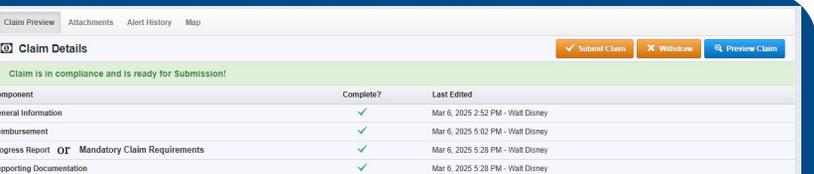


1. Keep **Type** as "Reimbursement"
2. **Report Period** is the date range that applies to this claim
3. If this is the last claim that will be submitted for this project, then click **Yes**
4. Click green **Save Form** button

1. For each of the forms: Reimbursement, Progress Report or Mandatory Claim Requirements, Supporting Documentation:
2. Click the Component name to open the form
3. Click green **Edit** button
4. Complete the form
5. Click green **Save** button
6. Click orange **Mark as Complete** button



1. Click **Yes** to answer the Documentation question
2. Click **Save Form** to reveal a new section
3. Click **Add New Attachment** to upload files, e.g. invoices, receipts
4. Click **Select File** to browse for a file
5. Enter an appropriate title for the document in the **Description** area
6. Click green **Save File** button



Click the orange **Submit Claim** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.

The DRPT Program Manager will be notified and continue the Claim process, which includes a final site visit.

Done!