9. Reimbursement Requests

The OPTIS system provides an electronic format for requesting reimbursement for authorized expenses. Supplemental or backup documentation such as invoices or capital documents may need to be attached to the request, depending on the project type and guidance from RPTD.

Supporting Documentation

The preferred method for providing supplemental documentation when creating an electronic request for reimbursement (RR) is to attach documents directly to OPTIS. This ensures that everything required for the Regional Transit Coordinator (RTC) to approve your payment is in a central location. To attach documents to your online RR you must have the ability to scan documents and save them to your local computer. These documents are then attached during the creation of your OPTIS RR.

If you do not have access to a scanner, supporting documents should be sent to RPTD in one other format such as fax or mail. A note in the "Comments" section of the RR should be added informing RPTD of how documentation has been sent; details are included in the instructions which follow.

Note: Attaching documents directly to an OPTIS RR is covered at Step 10 of the instructions. (Number 5 of OPTIS Wizard.)

Periodic Reporting and Reimbursement Requests

Reimbursement request submittal in OPTIS has been programmed to validate against your agency's quarterly reporting status. If an Agency Periodic Report (APR) is not on record for a given quarter, the system will not allow a RR to be issued. At the final step, an error message will display letting you know for which quarter(s) a report is missing:

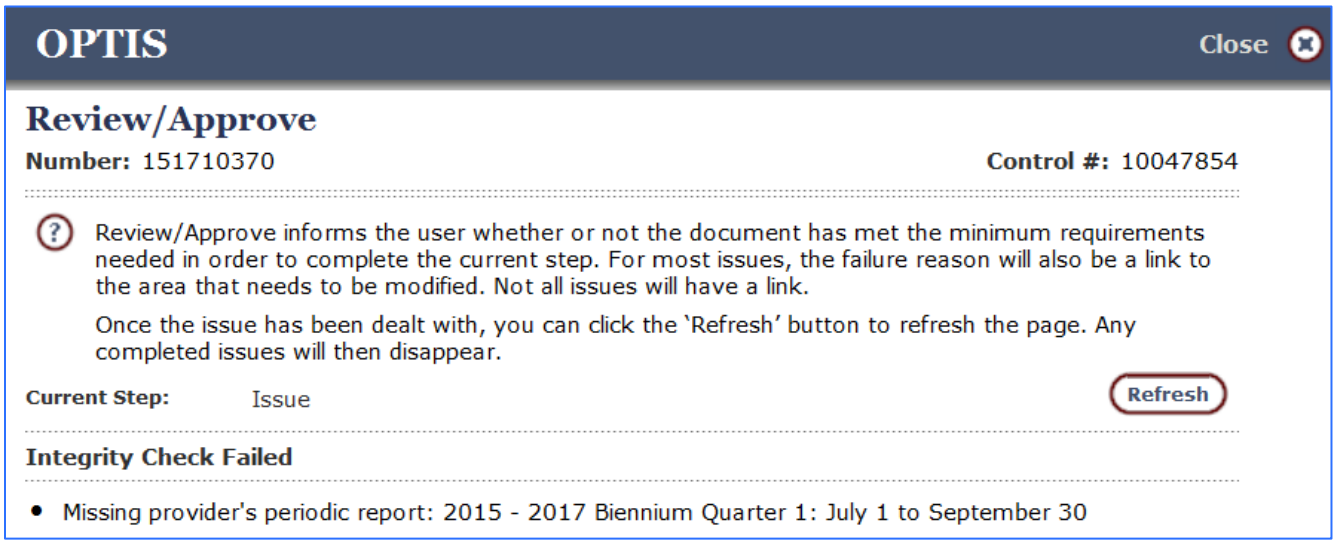

Figure 79: Integrity Check Failed Message

Although agencies have forty-five days following the end of any quarter to submit quarterly reporting information, payment cannot be made without a completed report on record for the period in which expenses were incurred. An exception can be made for vehicle purchases. Contact your RTC.

Creating a Reimbursement Request

As with other processes in OPTIS, there are several ways to progress through the various screens while creating your request. You may prefer to use the Navigation menu, the wizard, or a combination of both, since some fields are auto-generated and do not require any action on the user's part. Follow the steps below the first few times you create an RR and as your comfort level and knowledge of the system increase, modify them to suit yourself.

1. Log in to OPTIS
2. Select "Create Documents" and then "Create Reimbursement Request" from the Navigation Menu.

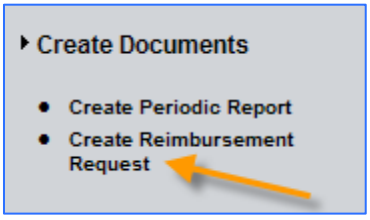

Figure 80: Create Reimbursement Request

3. Select the correct agreement for this request. Click 'Next.'

Figure 81: Choose Agreement

4. Click "Create".

Figure 82: Create Reimbursement Request

OPTIS assimilates the data you've entered so far, creates the basic document, and assigns a form number. If you need to exit at this point, make a note of the form number in order to search for it later at 'My Documents / Document Search.'

Click Continue to begin the Reimbursement Request Wizard. (Optionally, once you are familiar with OPTIS, you can click View instead which will open the high level page where you can select only those elements you wish to enter.)

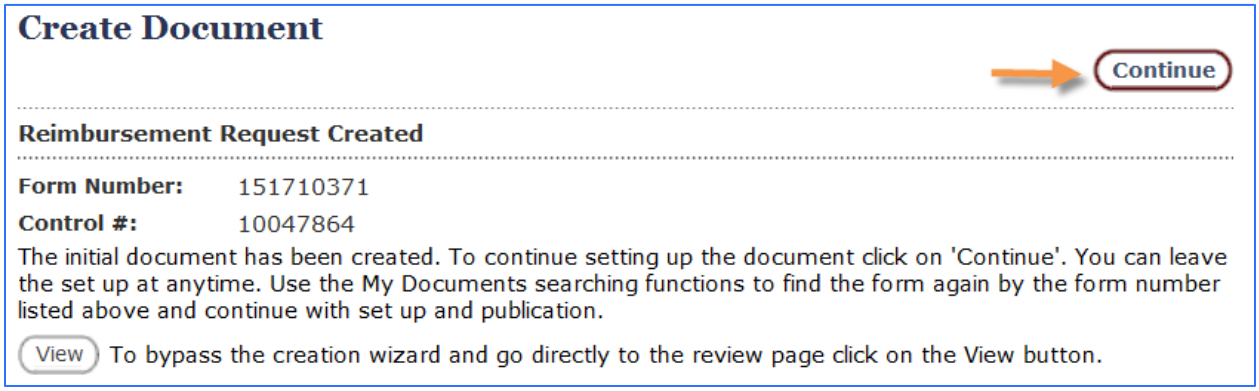

Figure 83: Reimbursement Request Created

5. **Number 1. of Wizard – *Number*:**
   This is an information-only screen showing the OPTIS-assigned number. Click 'Next.'

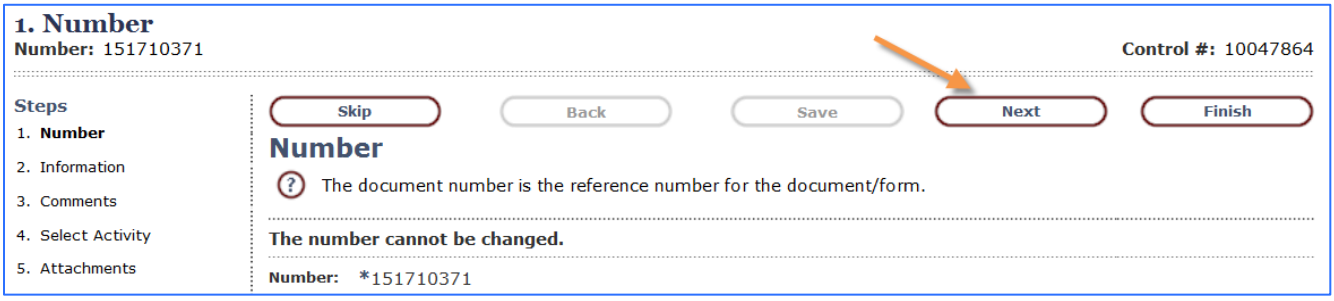

Figure 84: Reimbursement Request Wizard – Step 1

6. **Number 2. of Wizard – *Information*:**
   Document Date – Auto-filled with today's date; leave as is;
   Title – Auto-filled from title of sub-grant agreement; leave as is;
   Reimbursement Period – Select correct period (quarter) for this RR from the drop-down menu;
   If this is the last RR for this agreement, let check the last request box. Click 'Next.'

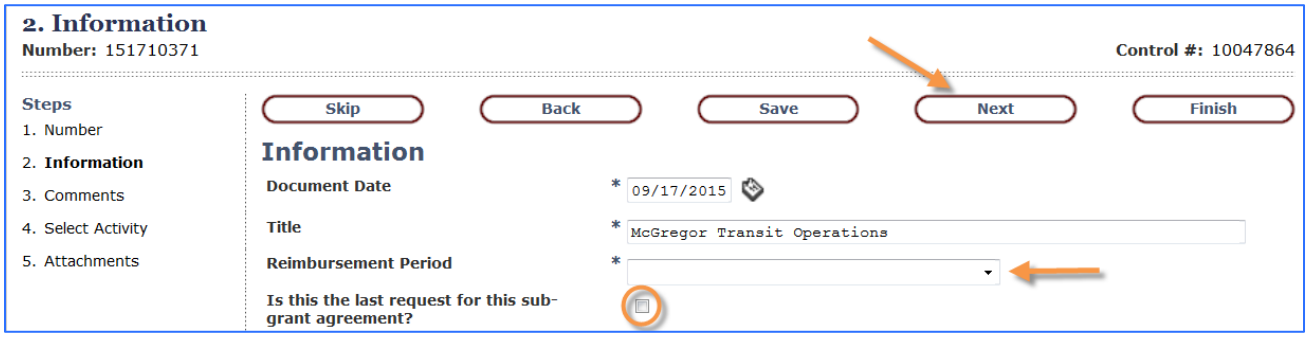

Figure 85: Reimbursement Request Wizard – Step 2

7. **Number 3. of Wizard – *Comments* (optional):**
   Enter any comments you have regarding this request (e.g., clarifying information which RPTD may need to process this payment.) May be left blank. Click 'Next.'

Figure 86: Reimbursement Request Wizard – Step 3

8. **Number 4. of Wizard - *Select Activity*:**
   Select the correct activity (operating, vehicle purchase, etc.) for this request. Click 'Next'.

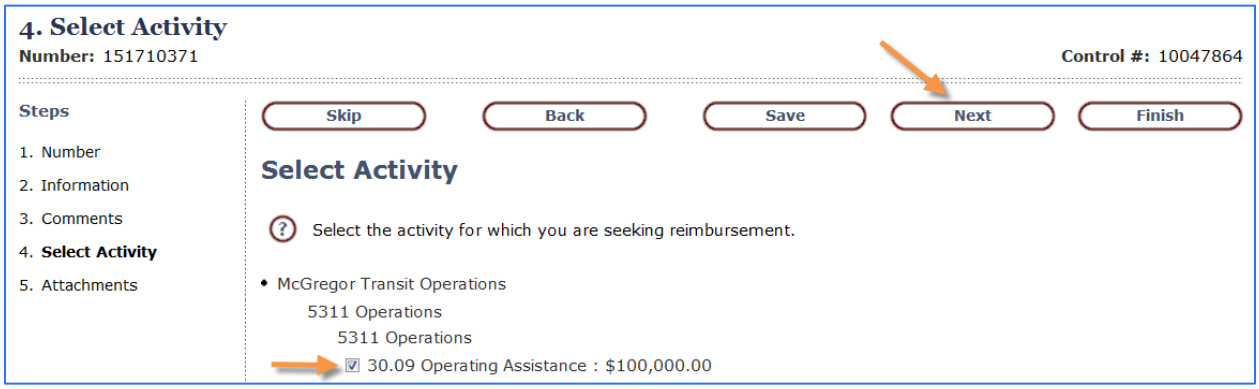

Figure 87: Reimbursement Request Wizard – Step 4

9. **Number 5. of Wizard – *Attachments*:**
   If back-up documentation is required under the terms of your agreement attach here. **To attach documents electronically:**

   If you have already scanned and saved the back-up document, start at D.
   A. Click 'Save' at this step and note the OPTIS document number (located at top left of screen in

this format – 09111379) to find this document later.

B. Scan back-up documentation and save to your computer.

C. Return to number 5. of Wizard.

D. At the 'Attachments' screen, type in the name of document, tab to the 'Browse File' box, click the 'Browse' button, find the document, and select/open it.

E. the document is now attached to the RR in OPTIS.

If you are not able to attach documents electronically:

A. Return to number 3. of the Wizard.

B. In the comments section, indicate that documentation is being sent separately.

C. Return to number 5. of Wizard.

Click 'Finish.'

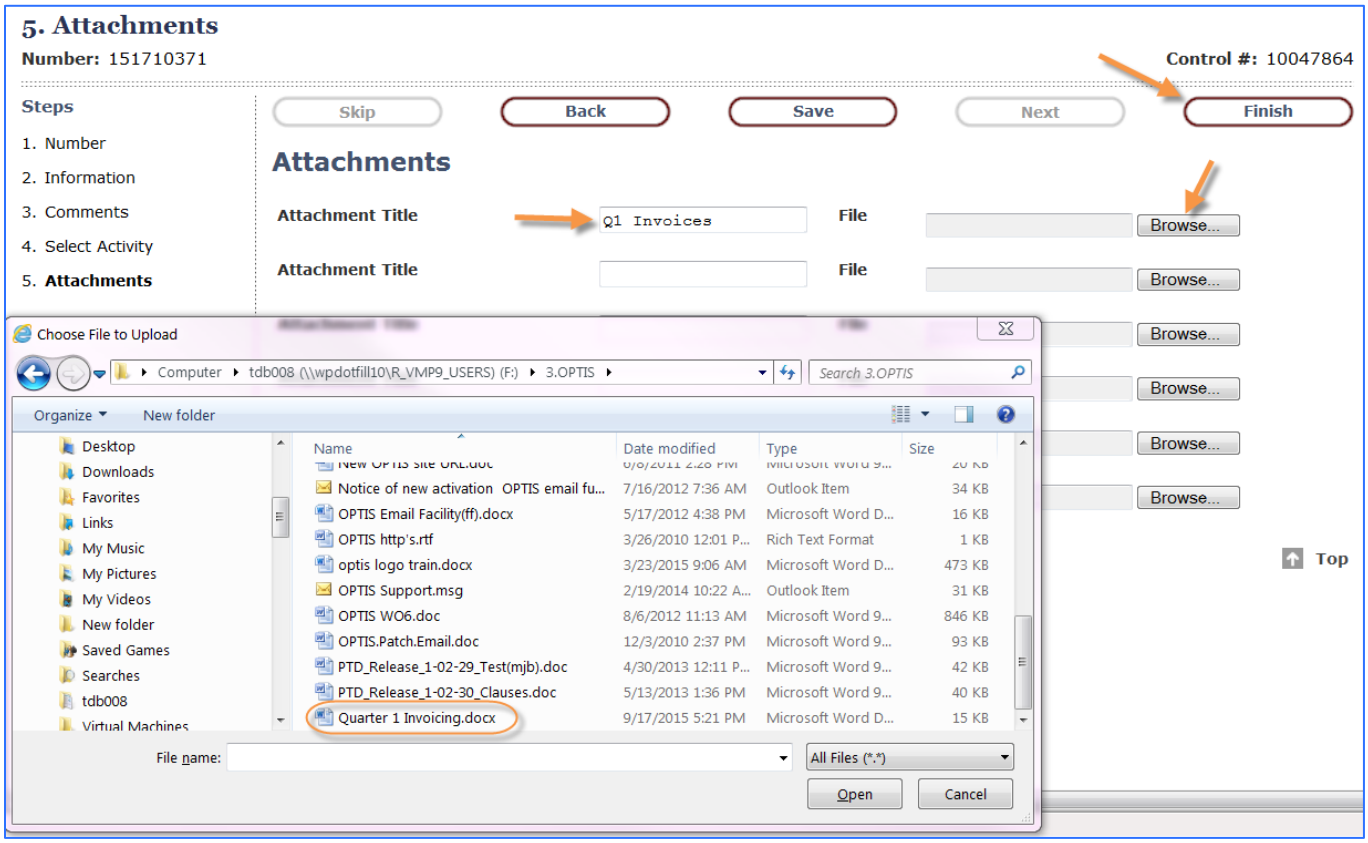

Figure 88: Reimbursement Request Wizard – Step 5

10. Verify all details of 'Reimbursement Invoice and Request Form' which has been created. Make changes if necessary by selecting Maintain from the Navigation Menu and opening the correct step of the Wizard to make the change.

11. In each item (project detail) of the RR, select "Record Expense."

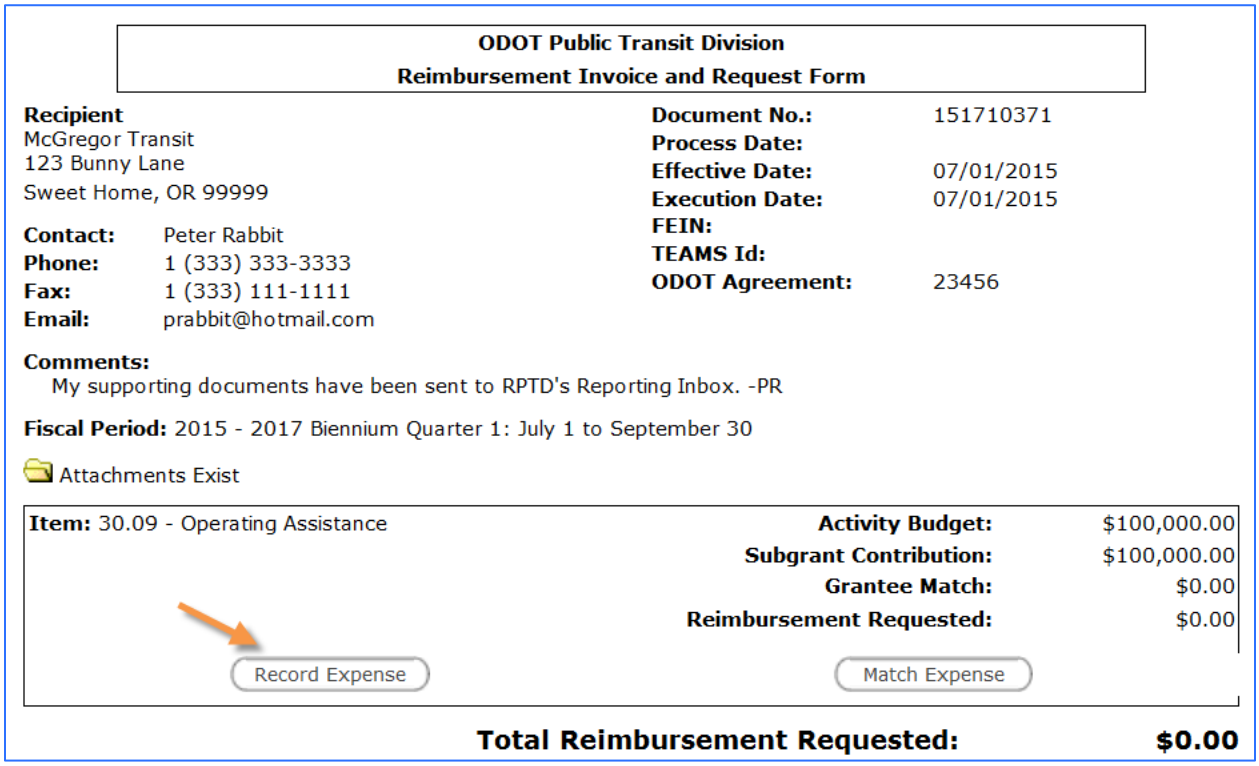

Figure 89: Record Expense Button

12. At the "Record Expense" screen complete each of the following:
    'Type' – Choose from drop-down menu (Administrative, Operating, Planning or Capital.)
    'Description' - Type in expense description (e.g. Q1 Operations.)
    'Receipt' – If you are attaching backup documentation, check this box.
    'Date' - Type in the **last day of the quarter** that this payment falls in. For **capital items only – type in the date the asset was received**. (This must match the reimbursement period chosen at Wizard Step 2. or you will get an error message.)
    'Total' – Type in the total project amount of this request (not the payment amount.)
    Click 'Submit/Return'

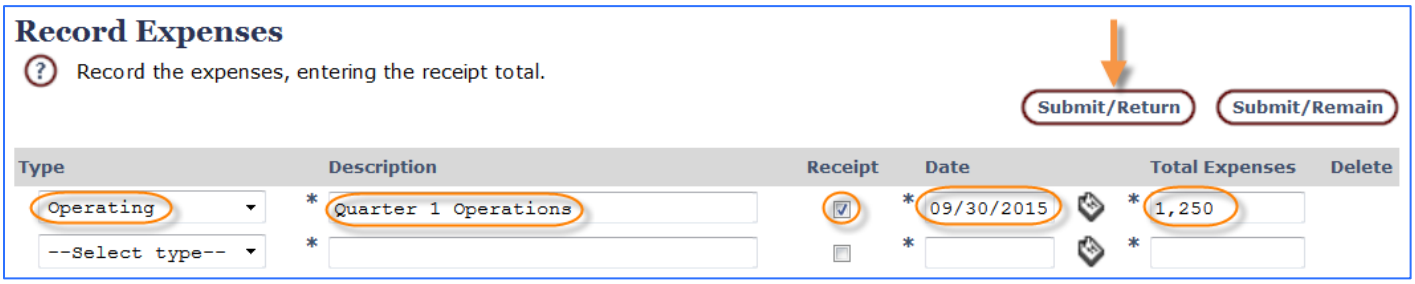

Figure 90: Record Expense Information

13. Click on "Match Expense." (If you have chosen multiple expense types, you will have to match the expense for each one. The example only shows one.)

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
McGregor Transit
123 Bunny Lane
Sweet Home, OR 99999

Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax: 1 (333) 111-1111
Email: prabbit@hotmail.com

Document No.: 151710371
Process Date:
Effective Date: 07/01/2015
Execution Date: 07/01/2015
FEIN:
TEAMS Id:
ODOT Agreement: 23456

Comments:
My supporting documents have been sent to RPTD's Reporting Inbox. -PR

Fiscal Period: 2015 - 2017 Biennium Quarter 1: July 1 to September 30

Attachments Exist

Item: 30.09 - Operating Assistance

Activity Budget:	$100,000.00
Subgrant Contribution:	$100,000.00
Grantee Match:	$0.00

Expense Type	Description	Receipt	Expense Amount
• Operating	Quarter 1 Operations	Y	$1,250.00
		Total:	$1,250.00
	Reimbursement Requested:		$0.00

Record Expense Match Expense

Total Reimbursement Requested: $0.00

Figure 91: Match Expense Button

14. At Expense Match screen, enter match amount. Click on $0 if necessary. If the match is zero, enter 0.0. Click "Submit/Return."

Expense Match

Enter the total matching funds and reimbursement requested

Number: 151710371 **Control #:** 10047864

Submit/Return Submit/Remain

ALI Coding	Description	Cost	Fund Amount	Match Amount
30.09	Operating Assistance	$100,000	$89,730	$10,270

	This Request	To Date	In Process
Total Expenses:	$1,250	$0	$0
Match:	* $128	$0	$0
Reimbursement Requested:	* $1,122	$0	$0
Payment Approved:	$0	$0	$0

Figure 92: Match Amount

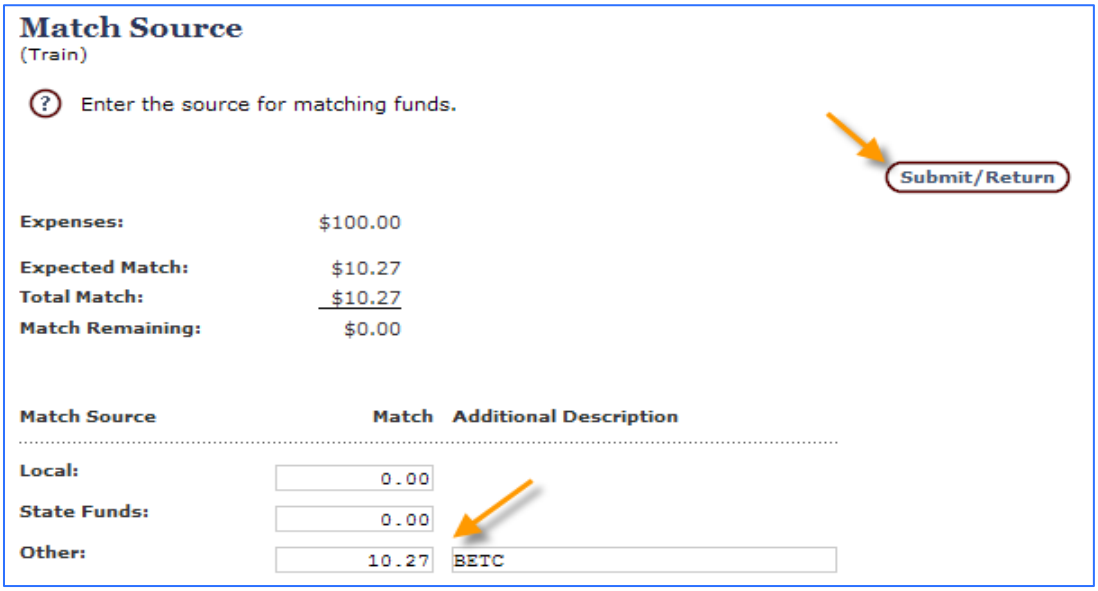

Figure 93: Match Source

15. If prompted, at "Match Source" screen, enter match amount in correct source box (e.g. Local Taxes, State Funds or Other.) Key in other source if necessary. Click 'Submit/Return' If the amount being requested has not been pre-filled, enter it. Click "Submit/Return."
16. At "Expense Match" screen verify or enter amount of reimbursement requested. Click Submit/Return. Verify total reimbursement request and match amounts.

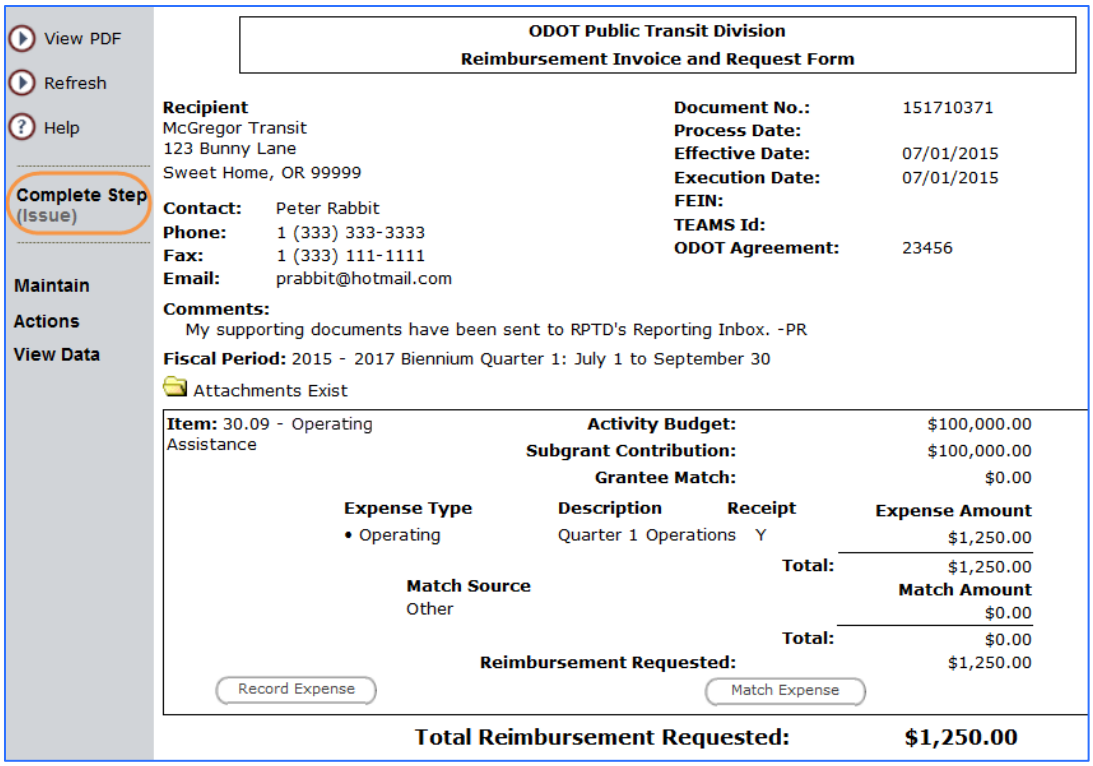

Figure 94 : Reimbursement Request Completion

17. **If you are the Authorized Representative for your agency:** Click "Complete Step. At the "Review/Approve" screen, enter your eResponse Keyword in the box. Click the box next to the certification statement ("By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative"). Click "Submit."

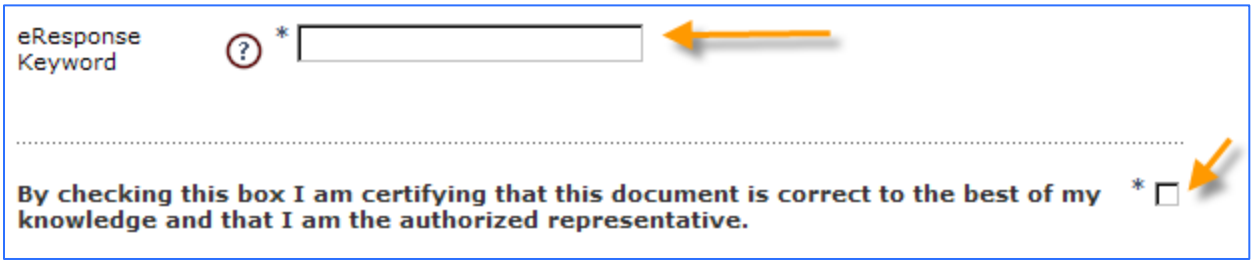

Figure 95: eResponse Keyword & Certification Statement

18. **If you are not the Authorized Representative for your agency:** Select "Actions" and "Forward." At the Forward screen you will see the document number and the current step labeled "Issue." (This does not mean that there is an issue or problem with the document, but that the current step for the document is the issuance step.)

Select your agency's authorized representative from the drop-down menu and click "Submit/Return" to send the document to that person's OPTIS queue for review/approval.

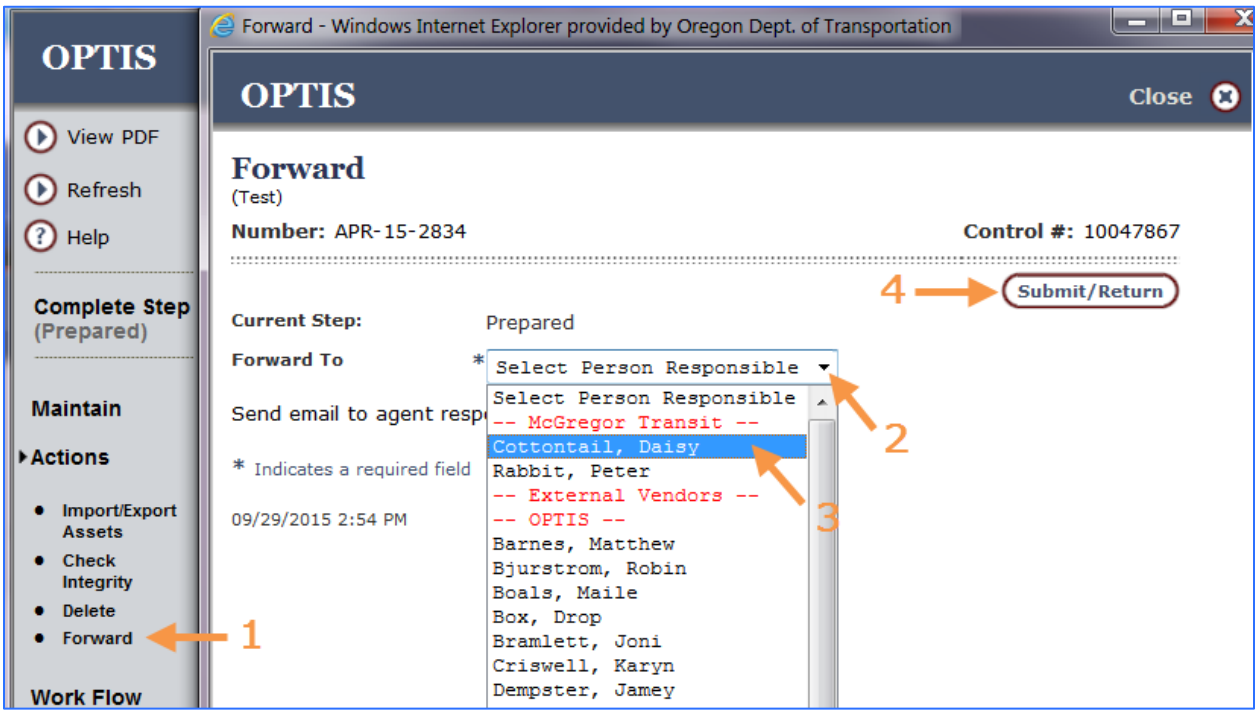

Figure 96: Document Forwarding

HINT: To notify the person you are forwarding the document to that there is something in his or her queue pending review/approval, before clicking the Submit/Return button, check the Send email to agent responsible for the document? ☐ box.

NOTE: If your agency's periodic report for the period for which reimbursement is being requested has not been submitted, an error message will appear and you will not be able to submit the reimbursement request. An exception can be made for vehicle purchases. Contact your RTC.

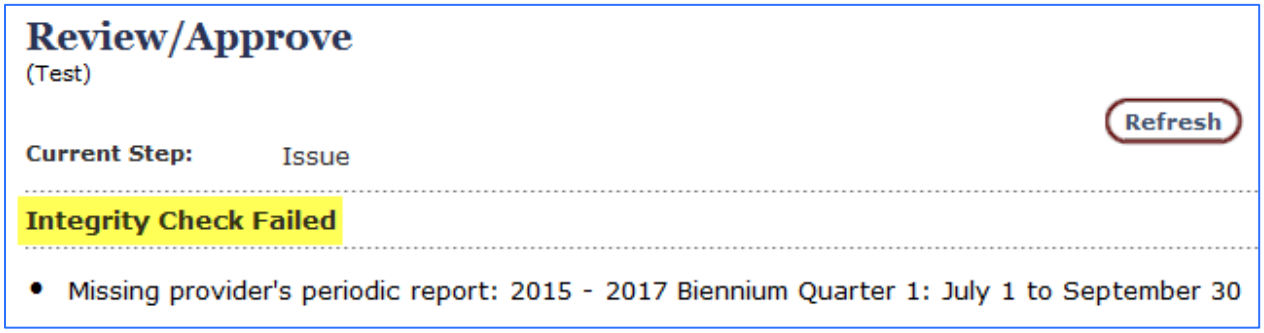

Figure 97: Integrity Check Warning – Missing APR(s)

Your request has now been created and issued and will be processed. If the payment processor or RTC have any questions, you will be contacted.

If you would like a copy of this request for your records, click on View PDF at the Navigation menu. After the document loads, you may print it or save it to your computer.

If you have not attached required back-up documentation to your request in OPTIS, please be sure to send it separately to the Reporting inbox.

Correcting a Reimbursement Request

When you create and submit an OPTIS RR, the corresponding payment request is auto-generated by the system. Since the two documents are a "pair" and the payment request is further along in the progression of documents (indicated by the arrows on the overview screen,) the RR cannot be modified or deleted unless the payment request is first deleted.

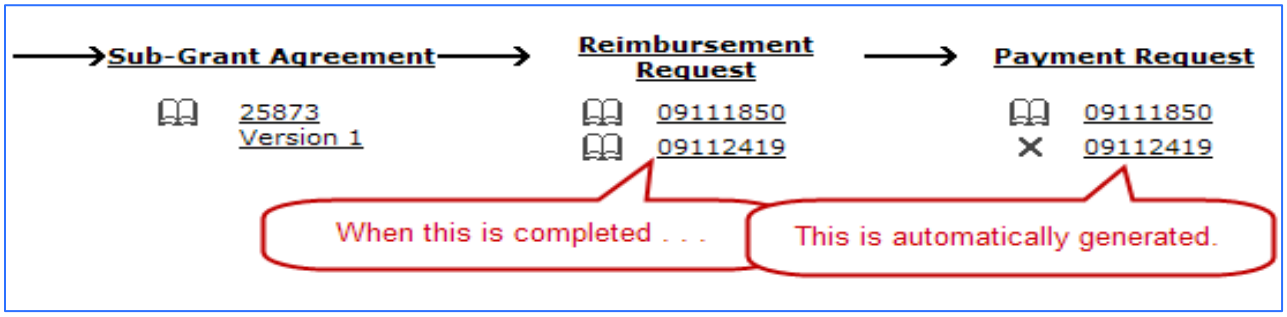

Figure 98: Overview Screen

If, after finalizing and submitting an RR via OPTIS you discover an error or need to delete the request completely:

1. Contact the payment processor for your region and explain that you wish to re-open an RR. Have the eight-digit number for the document available (e.g., 09112419).
2. The payment processor will delete the corresponding payment request in OPTIS, re-open your RR and forward it (within OPTIS) back to you.
3. The RR is now ready for you to make changes.

To delete an RR:

1. Open the request
2. Select Maintain from the Navigation Menu
3. Select Delete
4. Click on Submit/Return. Refresh the screen to show that the document no longer exists.

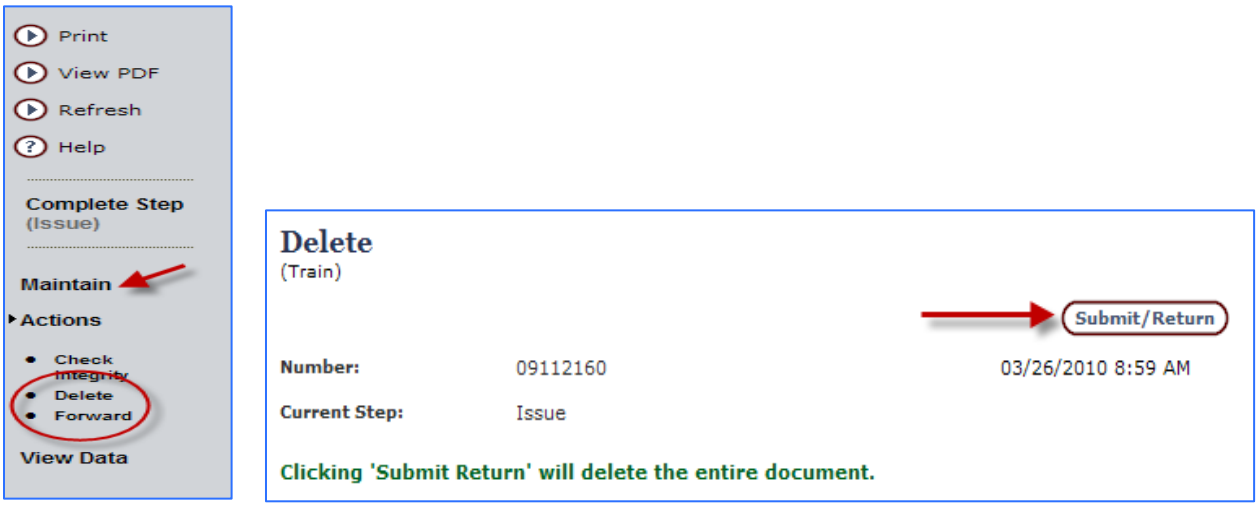

Figure 99: Delete Document

To modify an RR after re-opening it:

1. Select Maintain from the Navigation Menu
2. Select any of the four areas to re-open

3. Make the necessary changes
4. Complete as normal.

Figure 100: Reimbursement Request Maintenance

Note: If the words "Complete Step" on the Navigation Menu are grayed out, that means the document is not in your control. Depending on how roles/privileges are set up, you may be able forward the document to yourself in order to take action on it. See below.

Document Management

It may be necessary for multiple people to access a document before completion. For instance, as explained in the reimbursement request procedure above, one individual may create the document and another may need to review it. Forwarding a document within OPTIS places it in a person's "queue" which means it's available for action by that person.

You can tell if a document is in your queue by looking at the color of the words of the step on the Navigation Menu. If they are black, the document is in your queue and you may act upon it. If they are gray, the document is in someone else's queue.

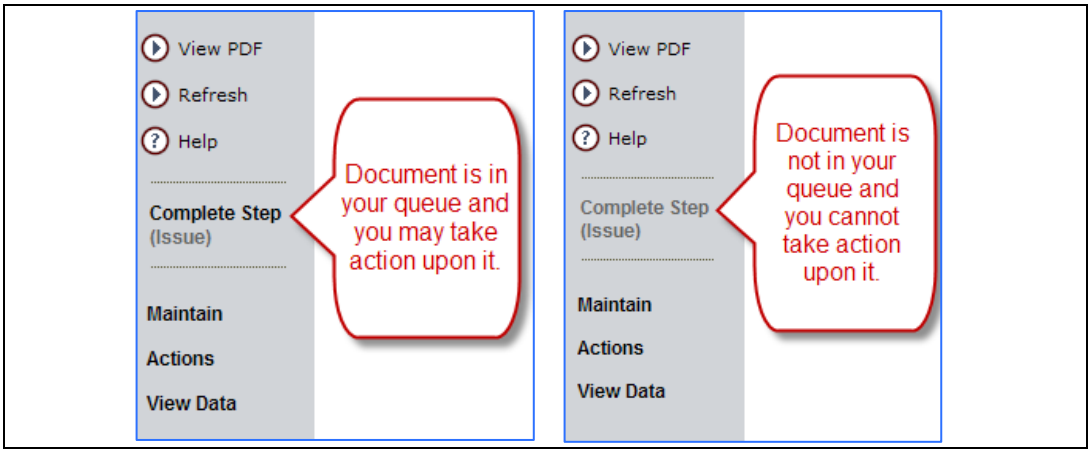

Figure 101: Queue Indicator

To forward a document, click on "Actions" and "Forward." Select a person from the drop-down menu and then click "Submit/Return."

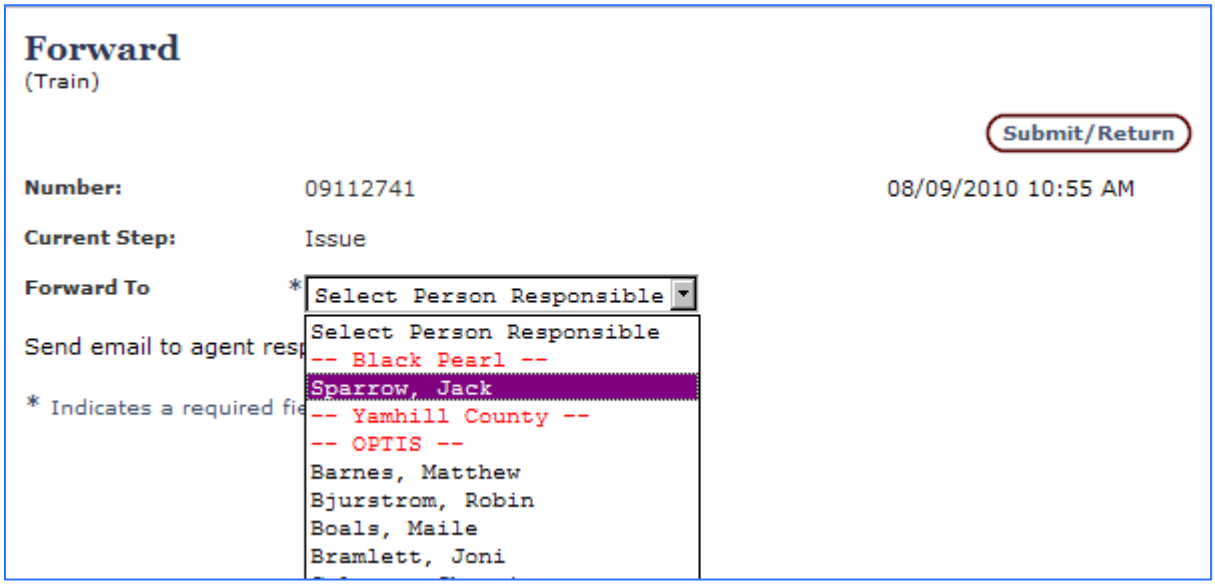

Figure 102: Forward Screen