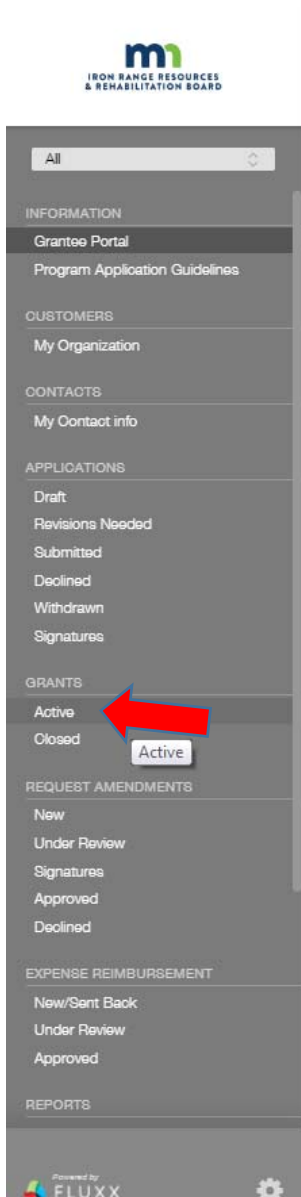


How to Request an Expense Reimbursement
Go to the IRRRB Grants Portal located at https://irrrb.fluxx.io/user_sessions/new
Enter your user name and password under “Login Now” and click “Sign In”

1. To request reimbursement, click on “Active” under the GRANTS category on the sidebar



Welcome to the IRRRB Grantee Portal

IRRRB's Development Team is dedicated to working in partnership with northeastern Minnesota communities, local government and a variety of community development organizations, to help create jobs and improve quality of life within the IRRRB service area.

You can use this system to:

- Submit a grant application
- Track the status of your application
- Download, print, sign, and upload grant agreements and amendments
- Submit and track expense reimbursements
- Submit required progress and final reports

Apply for a Grant

To apply for a grant, you can click on the Program Application Guidelines link on the left and then click on the "Apply Now" button for the program which you feel is most relevant to your project.

2. Locate the grant that you would like to submit an expense reimbursement for by clicking 'Active' under the GRANTS category, and then choosing the grant from the list

The screenshot displays the Iron Range Resources & Rehabilitation Board website interface. On the left is a navigation sidebar with categories: INFORMATION, CUSTOMERS, CONTACTS, APPLICATIONS, GRANTS, REQUEST AMENDMENTS, EXPENSE REIMBURSEMENT, and REPORTS. The 'GRANTS' category is selected, and the 'Active' sub-category is highlighted. The main content area shows a search bar and a list of three grants. A red arrow points to the first grant entry.

IRON RANGE RESOURCES & REHABILITATION BOARD

Search...

All

INFORMATION

- Grantee Portal
- Program Application Guidelines

CUSTOMERS

- My Organization

CONTACTS

- My Contact info

APPLICATIONS

- Draft
- Revisions Needed
- Submitted
- Declined
- Withdrawn
- Signatures

GRANTS

- Active**
- Closed

REQUEST AMENDMENTS

- New
- Under Review
- Signatures
- Approved
- Declined

EXPENSE REIMBURSEMENT

- New/Sent Back
- Under Review
- Approved

REPORTS


- New/Sent Back
- Under Review
- Approved

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Grant 1: Ely, City of
GCR-345 | Commercial Redevelopment | \$123,862.72
Ely - Demolition and removal of the old JFK school
State: Active Grant
Created by: (9/17/2015)

Grant 2: Ely, City of
GCR-353 | Commercial Redevelopment |
Ely City of - demolish Old County Garage and adjacent buildings
State: Active Grant
Created by: (5/13/2013)

Grant 3: Ely, City of
GRR-1712-01728 | Residential Redevelopment | \$27,030.00
Ely Residential Demolition Project
State: Active Grant
Created by: Harold Langowski (12/1/2016)

3. The grant will open on the right of your screen. Scroll down and click on the  sign to the right of "Expense Reimbursement"

Ely, City of
GCR-353 | Commercial Redevelopment |
Ely City of - demolish Old County Garage and adjacent buildings
State: Active Grant
Created by: (5/13/2013)

Ely, City of
GRR-1712-01728 | Residential Redevelopment |
\$27,030.00
Ely Residential Demolition Project
State: Active Grant
Created by: Harold Langowski (12/1/2016)

Project Start Date: 12/6/2016

Project End Date: 6/1/2017

Please estimate grant amount requested by multiplying total square footage for demo x \$3. The grant award amount will be calculated during the application review process.

Amount Requested: \$27,030.00

Total Project Cost: \$60,706.00

Expense Reimbursement

Reimbursement Amount: \$25,000.00
Reimbursement State: Sent Back

Provide data for all of the properties planned for demolition



Add a Expense Reimburse

4. The “Add a Expense Reimbursement” pop up will prompt you to complete the fields and upload invoices

The screenshot shows the 'Add a Expense Reimbursement' form with the following fields and options:

- Reimbursement Request Amount: [Empty text box]
- Percentage Project Complete: [Empty text box]
- Final Reimbursement Request: [Empty dropdown menu]
- Please upload invoices and/or supporting documentation for eligible project costs. [DOCUMENTS + button]
- I certify that the information contained in this report is true and correct
- Sign Off Name: [Empty text box]
- Sign Off Title: [Empty text box]
- August 10, 2016
- Buttons: ABC (dropdown), Save

The screenshot shows the 'Add a Expense Reimbursement' form with the following fields and options:

- Reimbursement Request Amount: 500
- Percentage Project Complete: 25
- Final Reimbursement Request: No
- Please upload invoices and/or supporting documentation for eligible project costs. [DOCUMENTS + button]
- I certify that the information contained in this report is true and correct
- Sign Off Name: Jane Smith
- Sign Off Title: City Administrator
- Document upload: Invoices.pdf (Added by TEST Jeri TEST Venne at 10:22 AM on August 10, 2016)
- Buttons: ABC (dropdown), Save (highlighted with a red arrow)

5. Complete the fields (as shown on the right), upload invoices, click the certification field and enter your Full Name and Title. Click **Save** ****Please note that the request still has not been submitted. Keep following the instructions**

*If you are submitting a final reimbursement request, you will also need to submit a final report. However, you can still proceed with submitting the grant reimbursement and the grant administrator will assign a final report to you when they receive your final reimbursement request. Once the grant administrator assigns you the final report to complete, you would see the report by clicking “New/Sent back” under the REPORTS category.

***further instructions below**

6. Go back to the expense reimbursement by clicking on the "New/Sent Back" tab in the EXPENSE REIMBURSEMENT" category on the left side bar. The grant will then pop up in the middle column. Click on it and then you will see the expense reimbursement detail.

- Submitted
- Declined
- Withdrawn
- Signatures

GRANTS

- Active
- Closed

REQUEST AMENDMENTS

- New
- Under Review
- Signatures
- Approved
- Declined

EXPENSE REIMBURSEMENT

- New/Sent Back**
- Under Review
- Approved

REPORTS

- New/Sent Back
- Under Review
- Approved
- Close Out Acknowledge
- Close Out Review


Powered by **FLUXX**

Title of Project: Cook City of - improve utility and drainage for 4th Street
PO ID#: 3000000672
Grant Effective Date: December 14, 2011
Grant Expiration Date: December 31, 2013
Total Grant Amount: \$65,000.00

Reimbursement Request Amount: \$500.00
Percentage Project Complete: 25
Final Reimbursement Request: No

Please upload invoices and/or supporting documentation for eligible project costs.

Documents

 [Invoices.pdf](#)

Added by TEST Jeri TEST Venne at 10:22 AM on August 10, 2016

I certify that the information contained in this report is true and correct: Yes

Sign Off Name: Jane Smith
Sign Off Title: City Administrator

August 10, 2016

****further instructions below***

7. If you are ready to submit the expense reimbursement, scroll down and click **"Submit"** at the bottom right of the screen.

Closed

REIMBURSEMENT REQUEST AMOUNT: \$500.00

PERCENTAGE PROJECT COMPLETE: 25

FINAL REIMBURSEMENT REQUEST: No

Please upload invoices and/or supporting documentation for eligible project costs.

Documents

Invoices.pdf

Added by TEST Jeni TEST Venne at 10:22 AM on August 10, 2016

I certify that the information contained in this report is true and correct: Yes

Sign Off Name: Jane Smith

Sign Off Title: City Administrator

August 10, 2016

1 - 1 of 1

Submit

***The status of the expense reimbursement will change to "Under Review". Once approved, you will see the status move to "Approved". The payment will then be scheduled and may take up to 2 weeks before the payment is processed. You may then log in periodically and check for the payment status by going to the "Payments" category on the left sidebar.**

Approved

REPORTS

New/Sent Back

Under Review

Approved

Close Out Acknowledge

Close Out Review

Close Out (Closed)

PAYMENTS

Scheduled

Approved

Paid

Scheduled

Powered by FLUXX