How to Request an Expense Reimbursement

Go to the 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

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
3. The grant will open on the right of your screen. Scroll down and click on the sign to the right of “Expense Reimbursement”
4. The “Add a Expense Reimbursement” pop up will prompt you to complete the fields and upload invoices.
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 which will be assigned to you when we receive your reimbursement request (and you will also receive an e-mail notification). You may still proceed with submitting the grant reimbursement prior to accessing or submitting the final report.

*Further instructions below on submitting your expense reimbursement request*

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