

RFF Checklist – Please use to ensure submissions are complete

- Create an RFF (Request for funds) in the grant portal by adding the amount of the reimbursement funds and match funds in the RFF.
- All RFF's should be named in the order they are sent. The standard format is "RFF #1" and each subsequent #. Please use that as the title of your submission instead of "payment description" which is the default. Please see [RFF Instructions](#) for step by step guide.
- Make sure all line items on the spreadsheet are in the same order as the supporting documentation and that each line item represents one invoice.
- Submit supporting documentation separate from the spreadsheet. The spreadsheet should be in excel format.
- Include all additional sub-invoices for subcontractors/vendors.
- Include proof of payment and invoices/time sheets for overhead and administrative wages.
- Travel requests need to have all supporting documentation, including but not limited to, event details, plane itineraries (tickets), and any mileage used to drive. Per Diem, per the state rate, is \$49 per full day unless travel is outside of Idaho. [GSA rates in country](#).
- Foreign travel has different per diem requirements. Please include per diem calculations for month of travel in request. [Foreign Per Diem](#).
- Do not submit meal receipts for per diem or travel claims. **Exception FAM trips/Site Visits/claiming as match
- If you are requesting reimbursement for food purchased on a third party invoice, please provide an itemized receipt and reasoning for food purchase.
- Per diem is not reimbursable for personal days.
- Compress large files before uploading. Files in excess of 10MB cannot be uploaded to the grant portal. An error message will display if it is too large.
- All administrative funds reimbursement requests require invoices or time sheets, and proof of payment.
- When submitting for match, please ensure that proof of payment to the end vendor (or producer) is included. Invoices that show payment and a zero balance can be used as proof of payment.
- Please make sure that proof of payment provided is legible and not blocking pertinent information on the attached invoice if scanned together.
- Any charges outside of the US need to be converted to USD on spreadsheet. Either provide statement from bank showing actual charge amount and any fees incurred or convert using ForEx website, such as [OANDA](#), as of the date of the charge, and provide the conversion in your supporting documents.
- Submit your RFF once all pertinent items have been checked above.
- If there are any questions in regards to the submission, the request will either be returned (many issues) or an email will be sent to ask for more information. You are unable to update an RFF from the grant portal unless the status is "scheduled".
- Once information is received, you can update the RFF and resubmit in the portal.