1. Log into ZoomGrants
2. Select the approved program/application for the reimbursement request
3. Click on the Request for Reimbursement Tab
   a. Click on Create new invoice
   b. Resolution Strategies Financial Assistance (HHAP) Number: Name of Agency_Grant_Month/year_Total requested

## Expenses

| Line Item *(from application)* | Description | Adjusted Approved Budget Approved by RTFH *(includes other Approved Budget Approved by RTFH )* | Requested | Funding Amount Approved |
|---|---|---|---|---|
| **Flex Funds** | **Flex Funds** | **$20,000.00** | **$2,000.00** | $ |
| Personnel | Personnel | | $0.00 | $ |
| Fringe Benefits | Fringe Benefits | | $0.00 | $ |
| Operations | Operations | | $0.00 | $ |
| Transportation | Transportation | | $0.00 | $ |
| Program Delivery | Program Delivery | | $0.00 | $ |
| | | | **$2,000.00** | |

4. Make sure to enter the amount requested for the invoice.
5. Enter your HMIS # (unique Clarity I.D.): this is specific to the client served and entered into HMIS. We will need this information to reimburse. If you are submitting for more than one client, separate it with a comma.
6. Have you uploaded Financial Reports documenting individual (line-item) expenses incurred (General Ledger showing Flex Spending expenses).
   a. Required Financial Report Documents
      i. Upload the General ledger
   b. You will need to upload the Expenditure Form per client served: ***click here***
      i. Upload the documents in the "documents requested" section at the bottom of the invoice.
      ii. Label the forms: "Expenditure form_HMIS ID