



**21st Century Community
Learning Centers (21ST CCLC)
Reimbursements and Periodic
Expense Reports**

Reimbursement Requests



Reimbursement Requests

Reimbursement Requests are accessed via the “Payments” button on the GMS Access/Select page

- Submission of Reimbursement Request
 - Recommend at least on a monthly basis
 - Can be submitted more often
 - Must be submitted no less than quarterly
 - Supporting Documentation for Reimbursement Request
 - Documentation for the reimbursement requests must be uploaded to support request

Reimbursement Requests

- Requests submitted for 21st CCLC in eGMS are reviewed by several team members.
 - Grants Management and LDOE Accountant
- Request must include the following:
 - Expenditure Description and Itemization: provide a description of the expenditure being reported. Note: include date(s) of expense.
 - Dates of expenditure must be within grant time allowance.
 - Proper use of object code to description.
 - Must be in line with approved budget.
 - End period date must be in line with the date listed in the expenditure description.
 - End period expense date should be equal to or later than last date in description box

Periodic Expense Reports (PERs)



Federal Grants

Periodic Expense Reports (PERs):

- PERs are currently not being submitted by many school systems on or before deadline.
- Non-submission is a problem because PERs support education requirements for federal grants.
- Tools are being implemented to encourage school systems to comply with the due dates to include but not limited to reminder emails from eGMS.
 - PER Submission Deadlines are:
 - **3/31 due 4/15**
 - **6/30 due 7/15**
 - **8/31 due 9/15**
 - **9/30 due 10/15**
 - **12/31 due 1/15**
- Please arrange your workplans such that compliance with the required deadlines can be improved.
- Questions on PERs can be directed to LDOE.FederalClaims@LA.GOV

Periodic Expense Report (PERs)

Final PER

- The last PER that is submitted at the close of a grant period should be marked final.
- Final PER amounts should match the reimbursements received from LDOe for the fiscal year.
- Final PER calculates balance for carryover when allowed for the specific fund source
- Documentation uploaded for PERs is required

RESOURCES



Resources for Periodic Expenditure Reports

eGMS Login Page

Tips & Reminders: Preparing the Periodic Expense Report (PER)

- 1) From the GMS Select page, go to the chosen Application and select Payments.
- 2) View Reimbursement Requests/Expenditure Reports.
- 3) Select Create Expense Report.
- 4) View the Expenditure/Obligation Summary (1st tab).
- 5) On the Expenditure/Obligation by EIC page (2nd tab), enter the amount of the expense(s). Press the Save Page button to retain the entered information.
- 6) On the Certification page (3rd tab), certify the report by checking on the Certification of Report button. Save the page.

FSGR LIBRARY

[eGMS 102](#)

- Provides instructions on completion of PERs

FREQUENTLY ASKED QUESTIONS

When can I expect payment?

Valid requests for reimbursement are normally paid within **30** days of receipt.

If it has been more than **30** days, please call us at **(225) 342-3780** or email LDOE.FederalClaims@LA.GOV with the following information available to help us better assist you: your project name and number, the date your request was submitted in eGMS and the amount of your request.

FREQUENTLY ASKED QUESTIONS

Where is my money?

Valid requests for reimbursements are normally paid within 30 days of receipt. Please go to <https://prdits.doa.louisiana.gov/venpay> to see if your check/wire transfer has been issued. You will need your federal tax identification number and LAGOV vendor number to access information for your entity.


1. LaGov Vendor Payment Search Screen is displayed.
<https://prdits.doa.louisiana.gov/venpay>

Vendor Payment Listing

Date Options

Invoice Date to

Selection Criteria

Vendor Number to 

EIN

**** Enter Vendor Number and EIN without dashes ****

Check Number to 

Document Number to 

Display

Layout

Execute

Payments

- Wire Transfer (ACH)
- Instructions for looking up LaGov Vendor Payments
<https://www.doa.la.gov/media/ddjl4p20/vendorpayments.pdf>
- Link to look up LaGov Vendor Payments
<https://prdits.doa.louisiana.gov/venpay>
- Will need LaGov vendor number - (link to look up)
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/srchven2.cfm>
- Will need Tax ID number

Questions

Email with any questions

LDOE.FederalClaims@LA.GOV

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