

## Zero Dollar Reimbursement Request

When there is no activity and you are requesting \$0 for refund you must still complete an Egrants fiscal report, with an attached G2. Stop before submitting your fiscal report and verify step 1 – 4 below:

1. In your Egrants fiscal report, all fields should be blank. Ensure both “Current Period” fields are 0.00.

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	35,000.00	0.00	0.00	0.00
Total Σ	35,000.00	0.00	0.00	0.00

  

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,000.00	0.00	0.00	0.00
Equipment	10,000.00	0.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	0.00	0.00	0.00
Consultants/Contractual	9,000.00	0.00	0.00	0.00
Total Σ	35,000.00	0.00	0.00	0.00

2. In the “Remarks” field, state you are not requesting a refund.

Project Income:	
(Program Income earned and expended should represent the amount for this reporting period not the cumulative amount.)	
Project Income Earned: <input style="width: 150px;" type="text" value="0.00"/>	Project Income Expended: <input style="width: 150px;" type="text" value="0.00"/>
Remarks:	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">                     Requesting no refund.                 </div>

3. Ensure “PART II: EXPENSES – REPORT ACTUAL EXPENSES” on your G2 matches your Egrants fiscal report exactly. The “CURRENT PERIOD” column fields should all reflect \$0. Note, the “BUDGET” column should never be left blank, or filled with all \$0.

PART II: EXPENSES - REPORT ACTUAL EXPENSES (Must match Egrants exactly, leave no "blanks")				
BUDGET CATEGORIES	1 BUDGET	2 EXPENDITURES TO DATE	3 CURRENT PERIOD	4 BALANCE
PERSONNEL (ROUND 2 ONLY):	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL/TRAINING:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
EQUIPMENT:	\$10,000.00	\$0.00	\$0.00	\$10,000.00
SUPPLIES/OPERATING:	\$15,000.00	\$0.00	\$0.00	\$15,000.00
CONSULTANTS/CONTRACTUAL:	\$9,000.00	\$0.00	\$0.00	\$9,000.00
<b>TOTAL:</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>

4. The "NOW REQUESTED" field in "PART IV" on your G2, should be \$0. Note, the "NOW REQUESTED" field will auto-populate.

STATE FUNDS	
RECEIVED TO DATE	NOW REQUESTED
\$0.00	\$0.00