

Texas A&M International University
Office of Budget/Payroll/Grants & Contracts
Billing Procedures for Grant Accounts

The Office of Budget/Payroll/Grants and Contracts will utilize the following guidelines to obtain reimbursement from the awarding agency for expenses incurred on grant accounts. The particular method of reimbursement is stated on the grant contract, however reimbursement for grant expenses is done by utilizing one of the following methods: advance, invoice or drawdown.

ADVANCE

An advance is a situation whereby the awarding agency provides the recipient (Texas A&M International University) with the award amount at the inception of the grant period. Once the check is received by the university, the check is forwarded to the Office of Budget/Payroll/Grants & Contracts (BPGC). A copy of the check is obtained and the check is delivered to the Business Office cashiers so that it can be deposited into the grant account. The Office of BPGC will provide the cashiers with instructions regarding the specific account and revenue code that should be used to record the deposit.

The Office of BPGC will file a copy of the check and the original receipt in the grant folder which includes other pertinent documentation corresponding to the particular grant (contract, approved budget, award letter, etc).

INVOICE

In this situation, the awarding agency requests that TAMIU submit an invoice on a periodic basis in order to obtain reimbursement for expenses incurred. The invoice format is based on the requirements of the grant, however the following information is typically included: grant project name, contract # assigned by awarding agency, TAMIU account #, name of principal investigator, period for which reimbursement is being requested, amount being requested, itemized costs by budget category, current costs and cumulative costs to date, unexpended balance, statement that information is true and correct and the signature of the Director of BPGC. Additionally, a cover letter is attached to the invoice along with copies of expense receipts.

The Office of BPGC maintains a copy of all submitted documentation in the corresponding grant folder. Once the reimbursement check is received from the awarding agency, a copy of the check is obtained and the check is delivered to the Business Office cashiers so that it can be deposited into the grant account. The Office of BPGC will provide the cashiers with instructions regarding the specific account and revenue code that should be used to record the deposit. A copy of the check and the original receipt is then filed in the grant folder.

DRAWDOWN

In this situation, the University will obtain reimbursement for expenses incurred by utilizing the internet or telephone in order to drawdown or request funds. The specific method (internet or telephone), web-site and procedures used to drawdown funds are outlined in the grant contract. These procedures must be followed precisely in order to properly drawdown funds. TAMIU will drawdown funds for the corresponding grant accounts on a periodic (typically monthly) basis. Once the funds have been requested via the internet or telephone, a log is completed with the following information: drawdown date, period for which reimbursement is being requested, amount of funds requested, drawdown number and the remaining balance. This log is maintained in the corresponding grant folder.

Additionally, since the reimbursement funds will be received electronically, the Office of BPGC completes and provides a Receipt Form to the Business Office. The form specifies the specific grant account and revenue code that should be used by the Business Office in order to record the deposit. The following information is included on the Receipt Form: grant account #, revenue code, drawdown date, reimbursement amount requested, drawdown # (LOC #) and bank code.

The Office of BPGC will maintain a copy of the Receipt Form that is submitted to the Business Office. Once the reimbursement funds are received electronically, the Business Office will record the deposit based on the instructions provided on the Receipt Form.