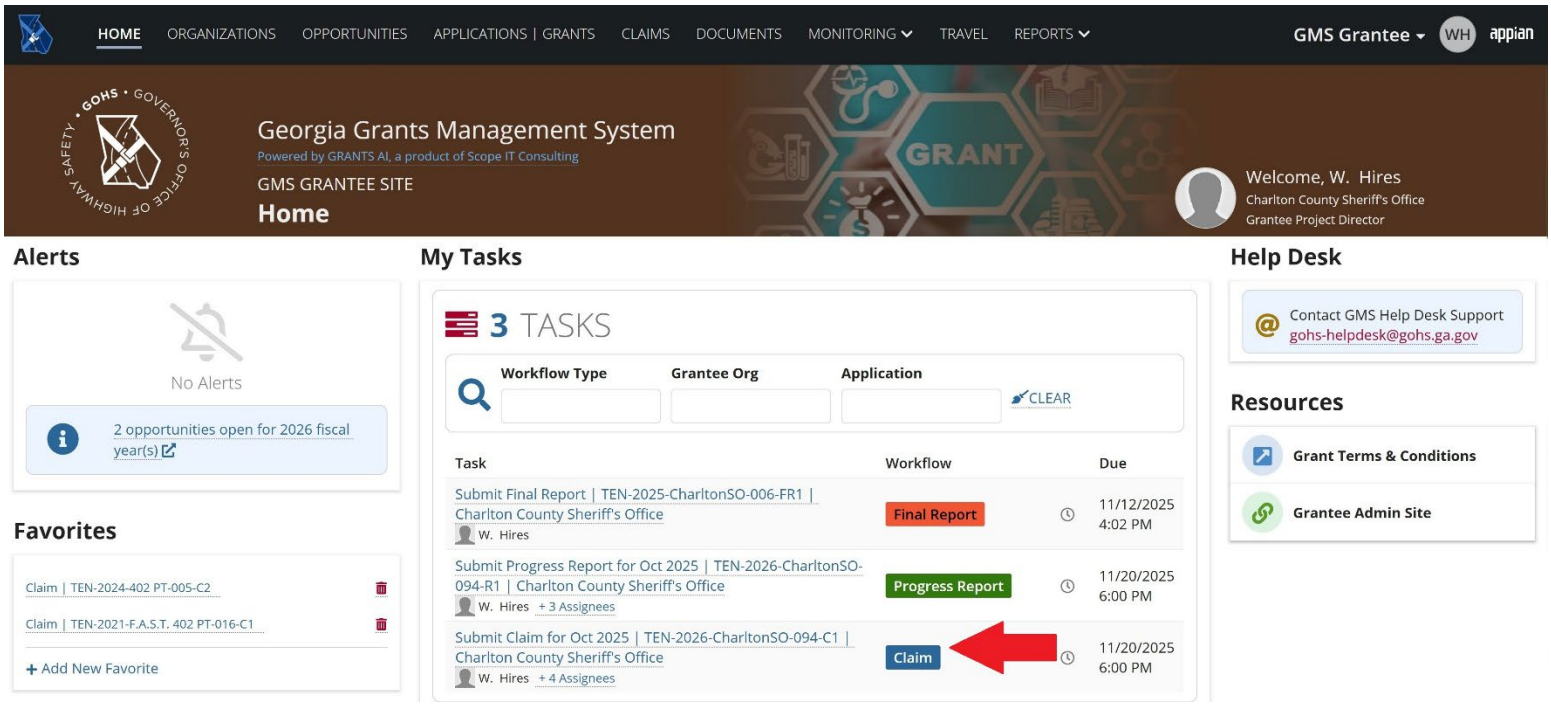
Governor's Office of Highway Safety

Grant Project

GMS Claim Submission Guide

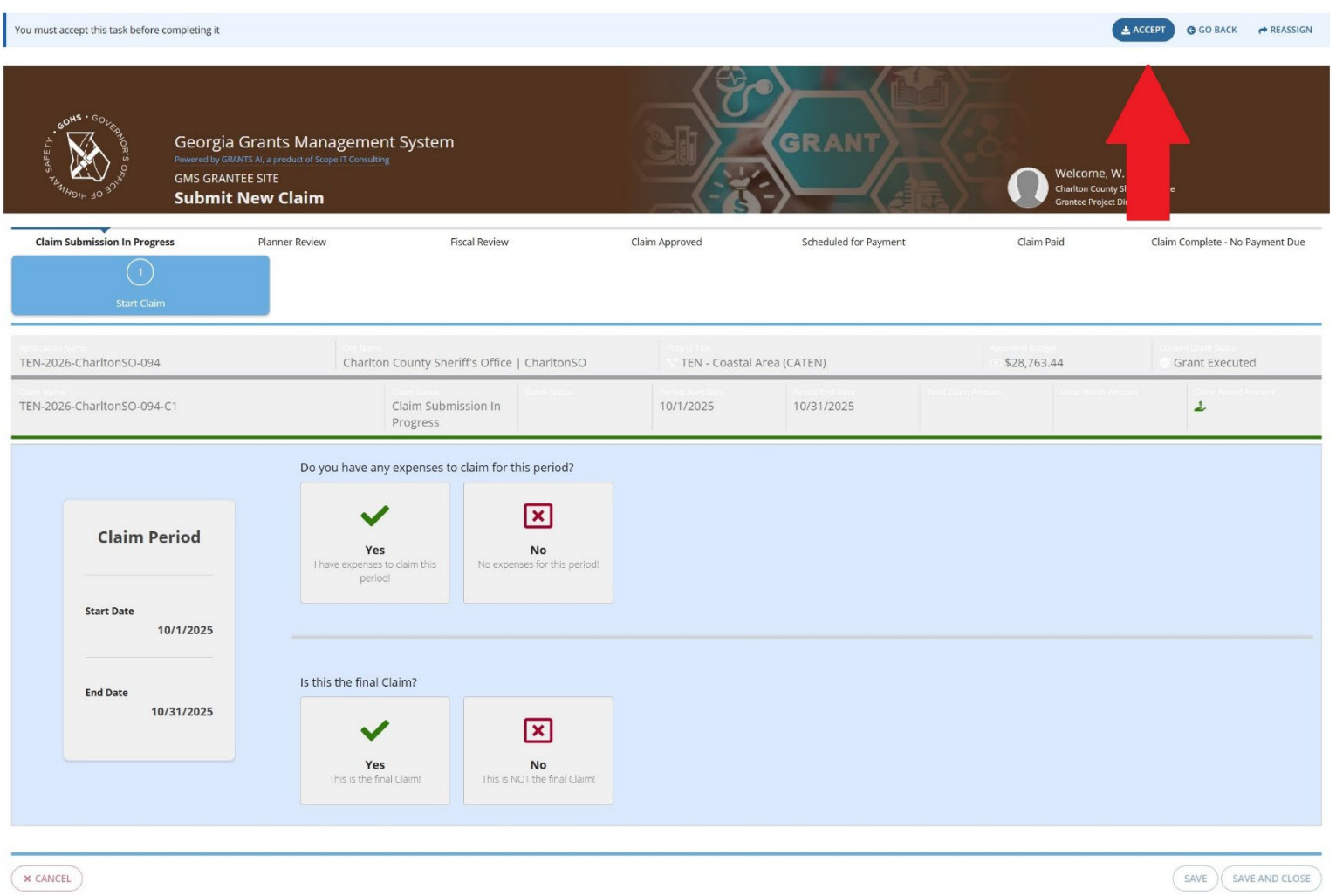
GMS Home Screen



This is your Home Screen in the Grant Management System that shows your current task list.

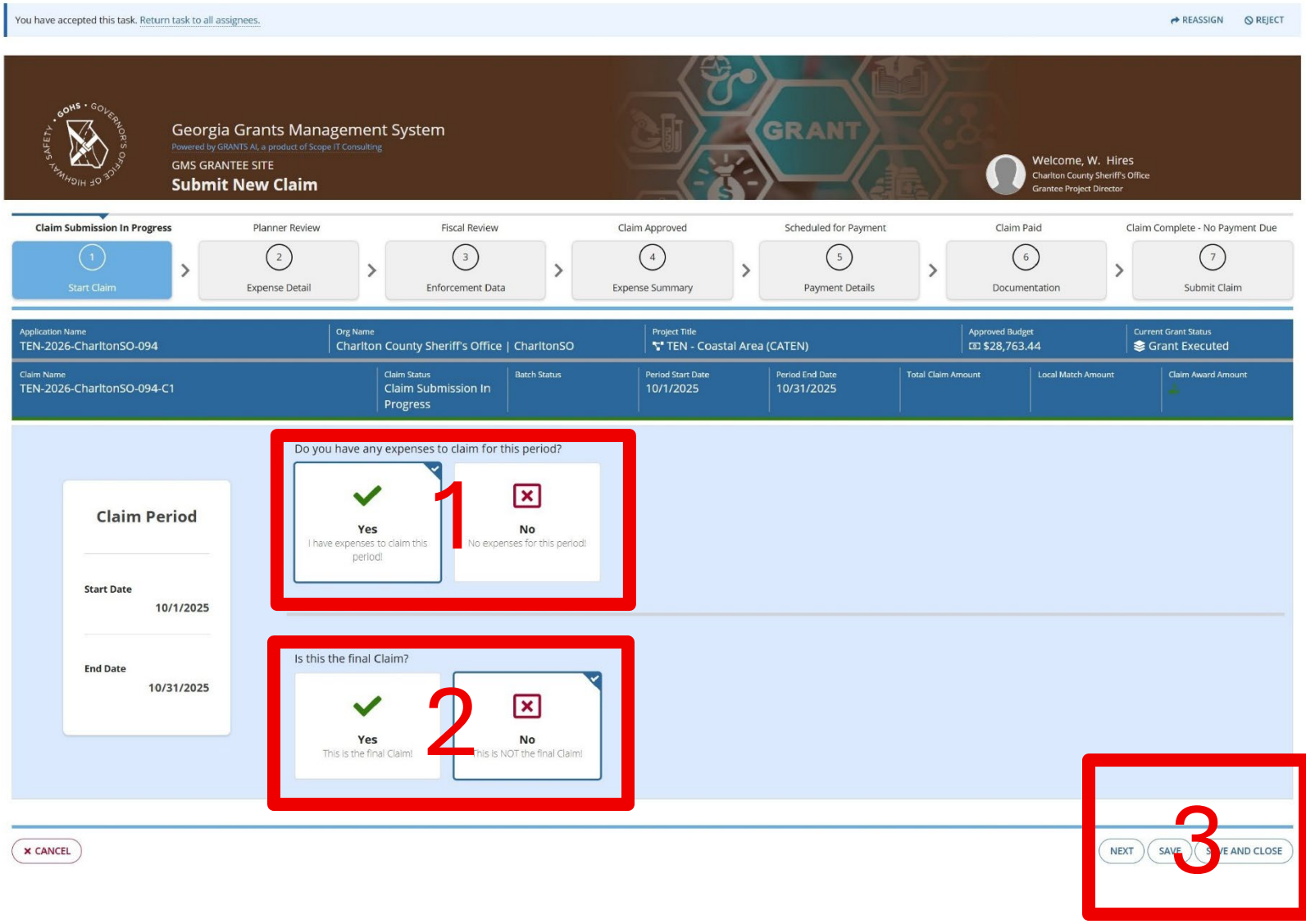
To open the claim and begin, click on the "Submit Claim" task.

1 Start Claim Page



Before you can start your claim, you must accept your claim. If your claim is not on your task list, it may be because someone else assigned to the project has already accepted it. Check with the other project personnel and make sure that no one else has accepted the claim. Project personnel can reassign the task to other members of the project.

1 Start Claim Page



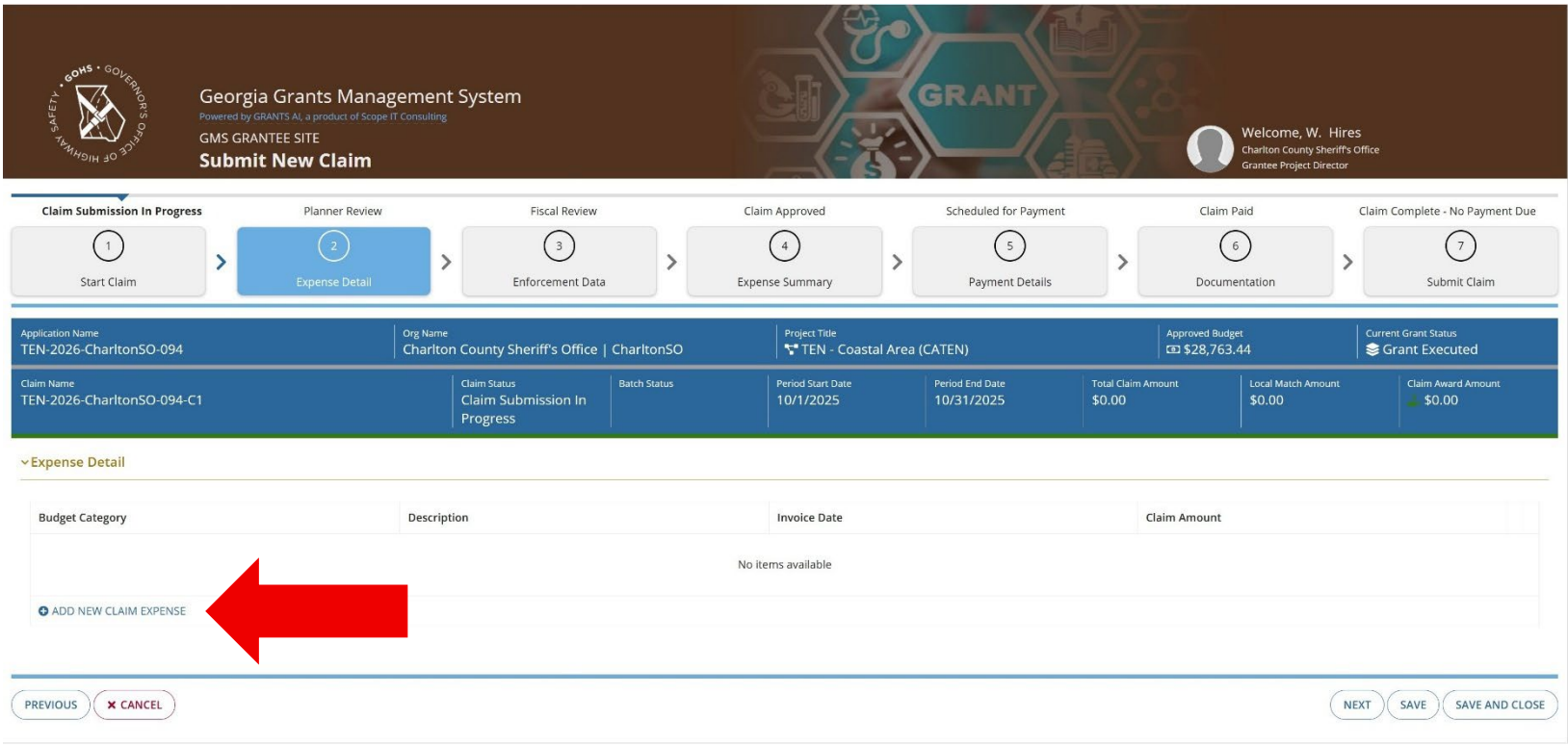
1 Start Claim Page

1. Do you have any expenses to claim for this period?
    a. Yes if you have ANY expenses to claim for the month.
    b. No if you have no expenses and are submitting a “0” claim.

2. Is this the Final Claim?
    a. Click No, unless this is the last claim for the project.
    b. Unless pre-approved by your planner, this is only marked yes on claim 12.

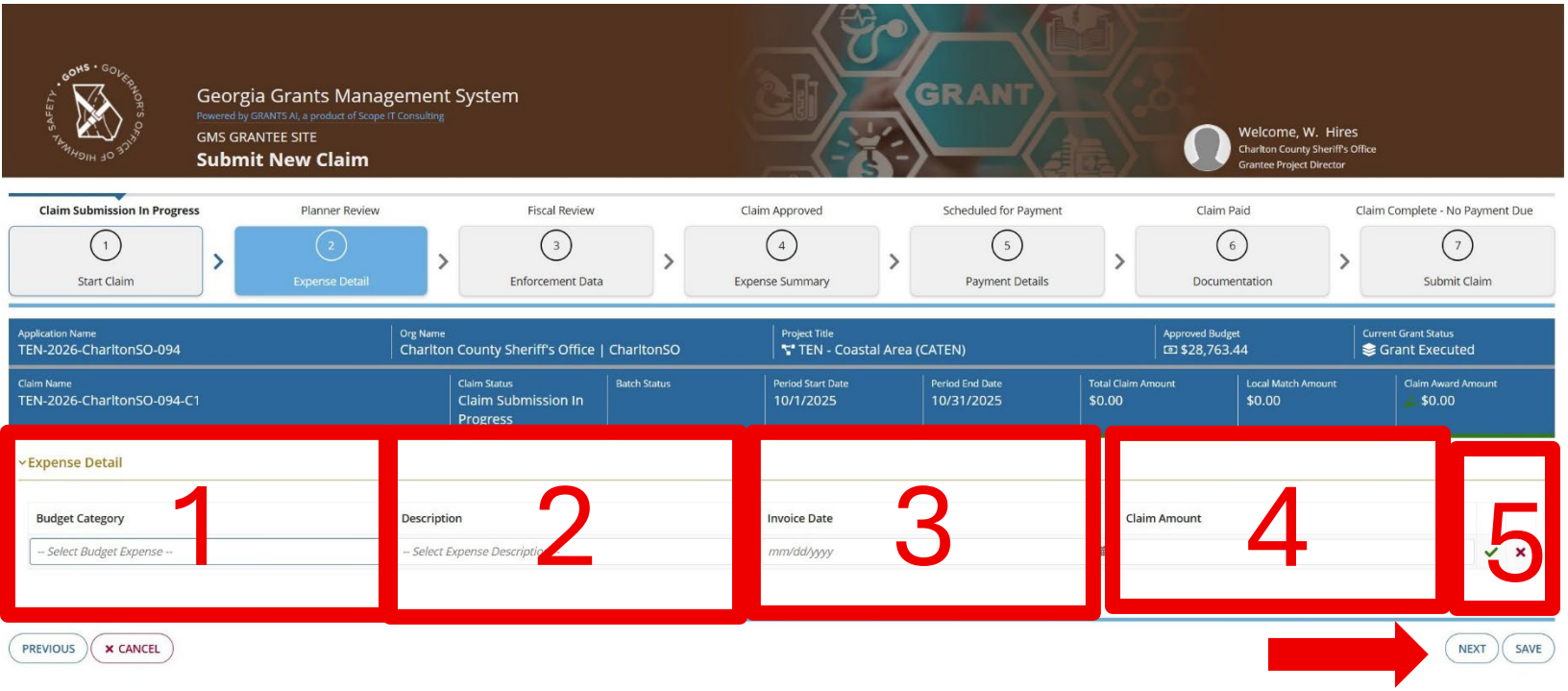
3. Click “NEXT” to advance to the next screen. Click “SAVE” to save your work. Click “SAVE AND CLOSE” to save your work and take you back to the home screen. These icons work the same on every page.

2 Expense Detail Page



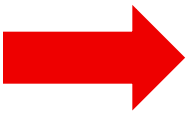
If you have any expenses for your claim from your Regular Operating Expenses budget category, your Equipment category, or your Travel budget category, they are entered on this page. Click "ADD NEW CLAIM EXPENSE" to get started.

2 Expense Detail Page



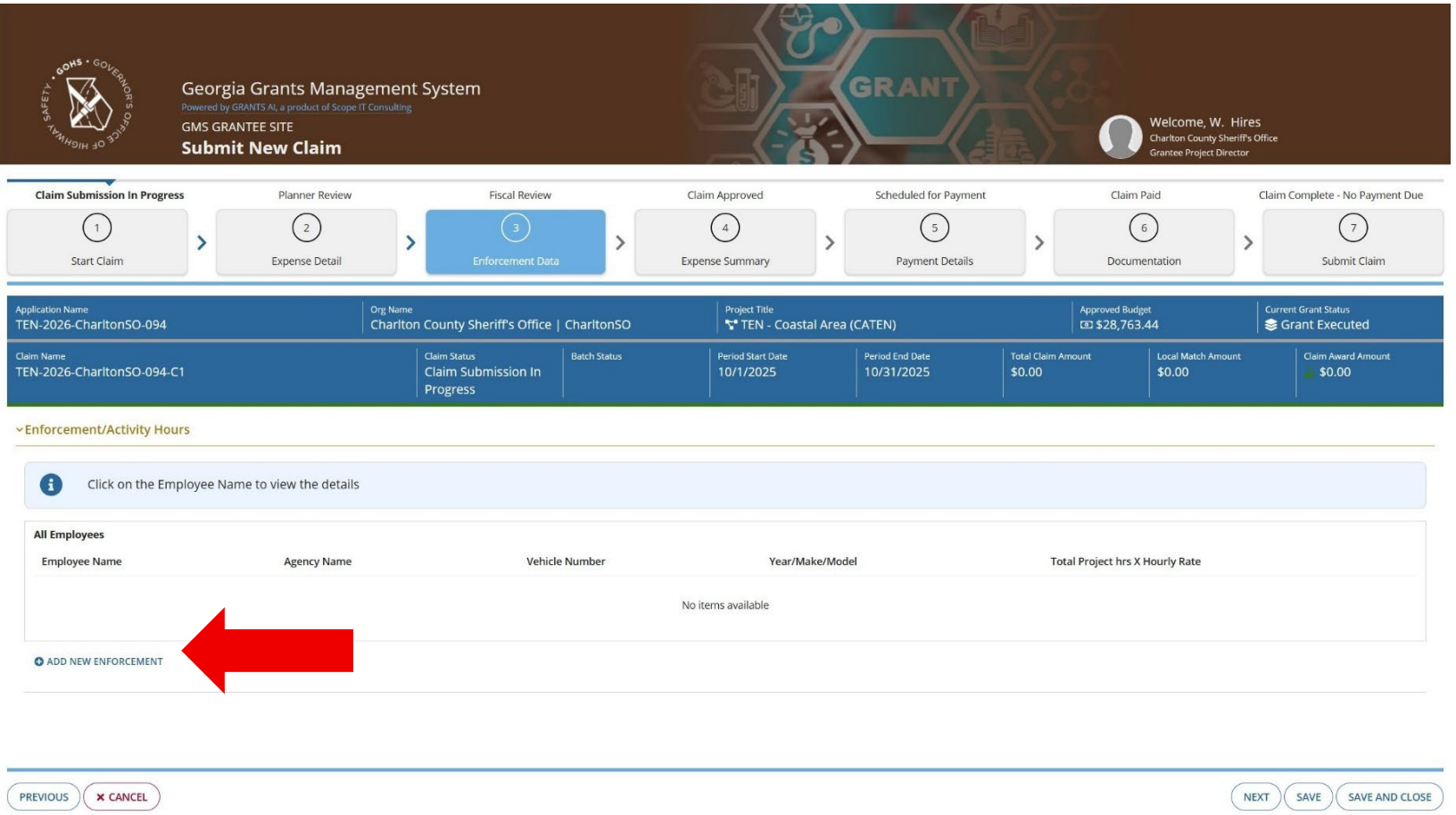
2 Expense Detail Page

1. Budget Category
    a. Assign the expense to the appropriate budget category from the drop-down menu.
2. Description
    a. Select the appropriate description from the drop-down menu.
3. Invoice Date
    a. Input the invoice date that's listed on the invoice. *Items cannot be claimed on a claim if the invoice date is dated after the month of the claim, and no items can be claimed with an invoice date prior to the project award commence date*
4. Claim Amount
    a. Input the amount from the invoice or the amount pre-approved for the project if the invoiced amount is more than the pre-approved amount.
5. Click the green CHECK when you are finished with that item. Click the red X to delete the item. You can then input another expense item if needed.



Click "NEXT" to advance to the next screen or "SAVE" to save your work.

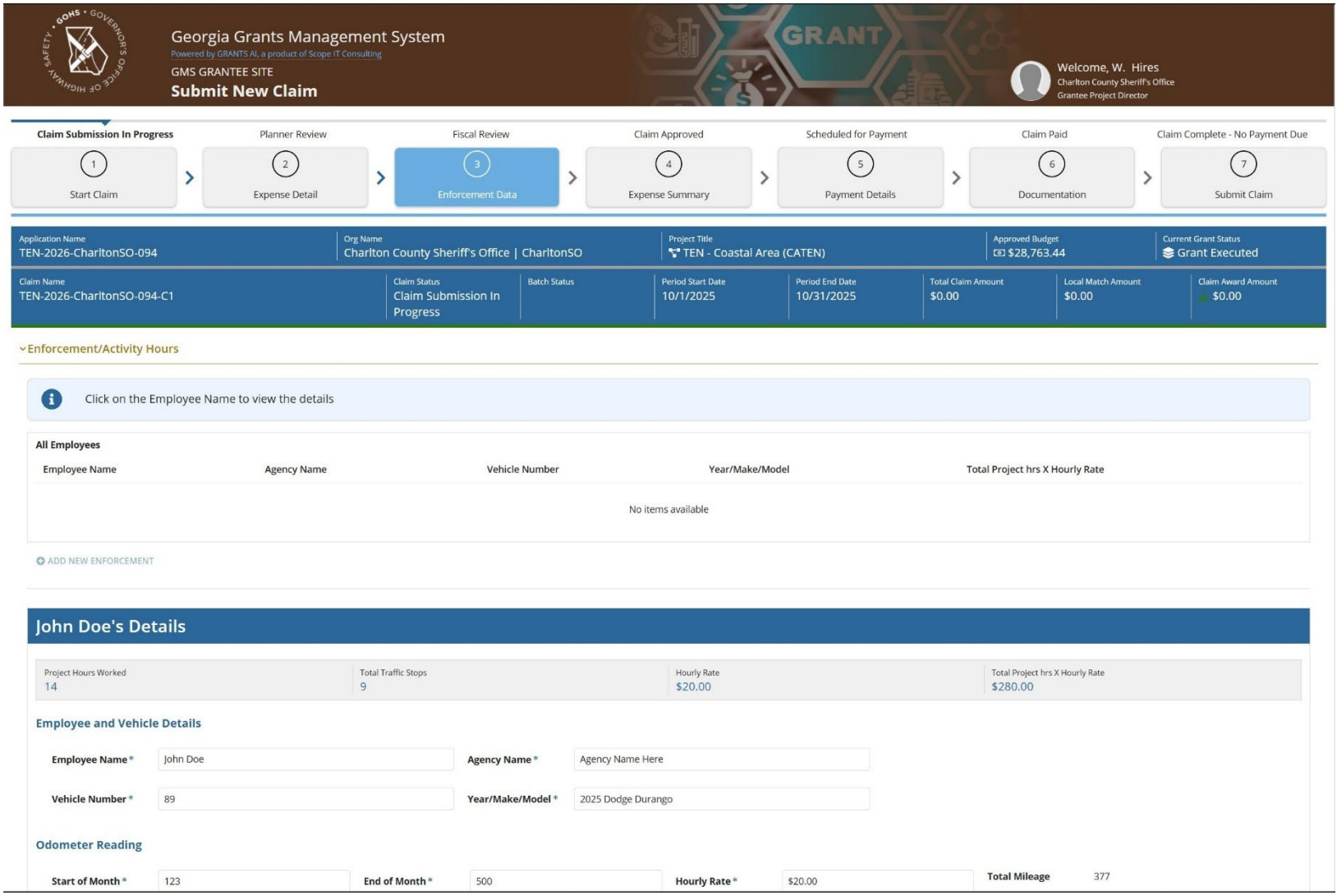
3 Enforcement Data Page



Activity Enforcement Hours screen. Click "ADD NEW ENFORCEMENT" to begin. These hours are the same as what is listed on the Form 203.

This section should be completed the same as what is recorded on the Form 203.

3 Enforcement Data Page



3 Enforcement Data Page

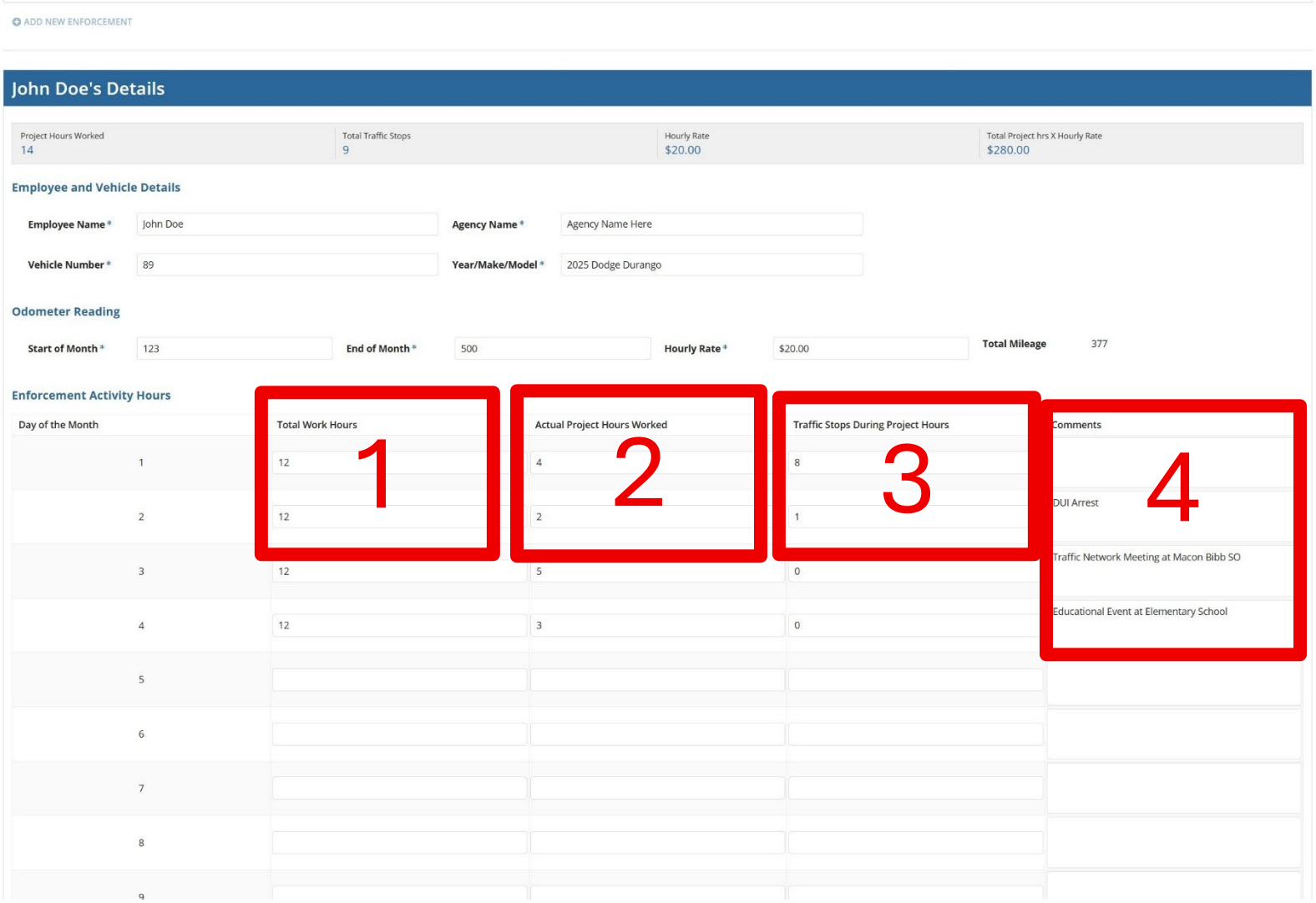
A. Input the corresponding information into the employee and vehicle details.

B. Employee Information – Name of employee and hourly rate of who worked the project during this claim for qualified reimbursable hours. All employee information should match the document proving payment.

C. Agency Name – Name of the Agency hosting the project.

D. Vehicle information – Vehicle information for employee that worked the project.

3 Enforcement Data Page



*Continue completing this section mirroring what is recorded on the Form 203

3 Enforcement Data Page

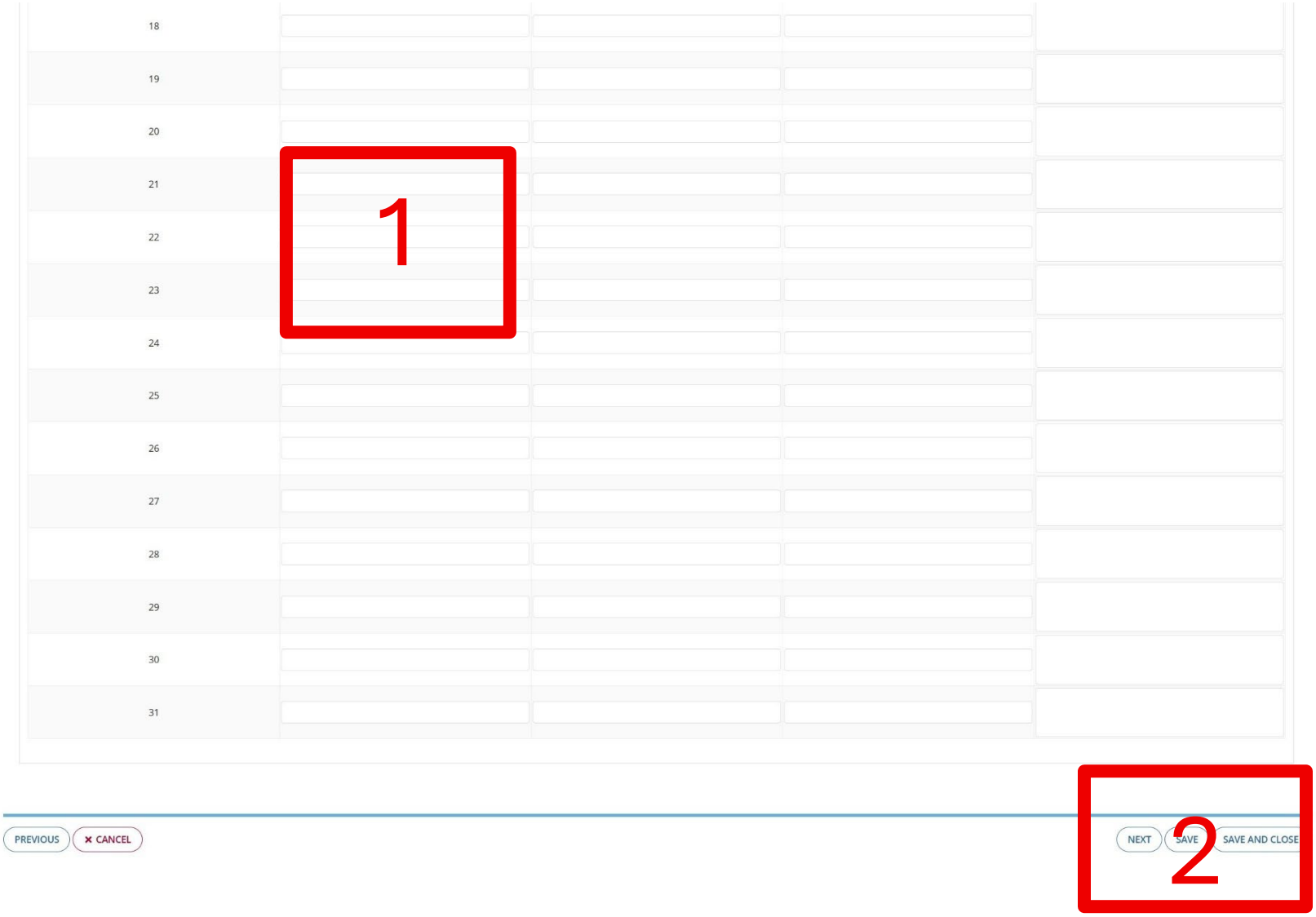
1. Total Work Hours
    a. Total work hours or “Shift” hours for that day.

2. Actual Project Hours Worked
    a. ONLY the hours worked on the project.

3. Traffic Stops During Project Hours
    a. Number of all traffic stops conducted while working project during the project hours.

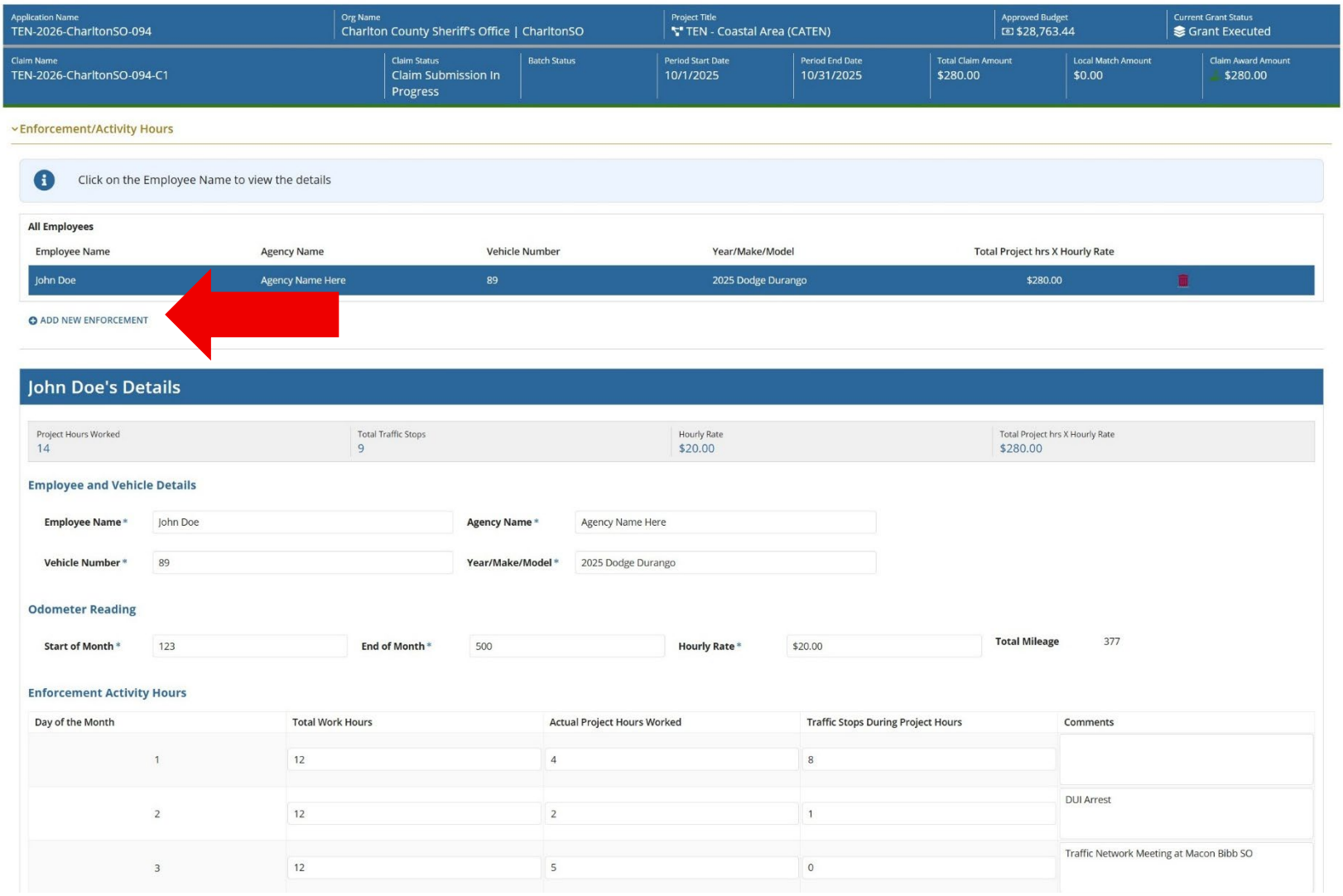
4. Comments
    a. Notes should be entered when doing special details, educational events, or when any explanation is needed to justify the number of contacts being less than the number of project hours being claimed.

3 Enforcement Data Page



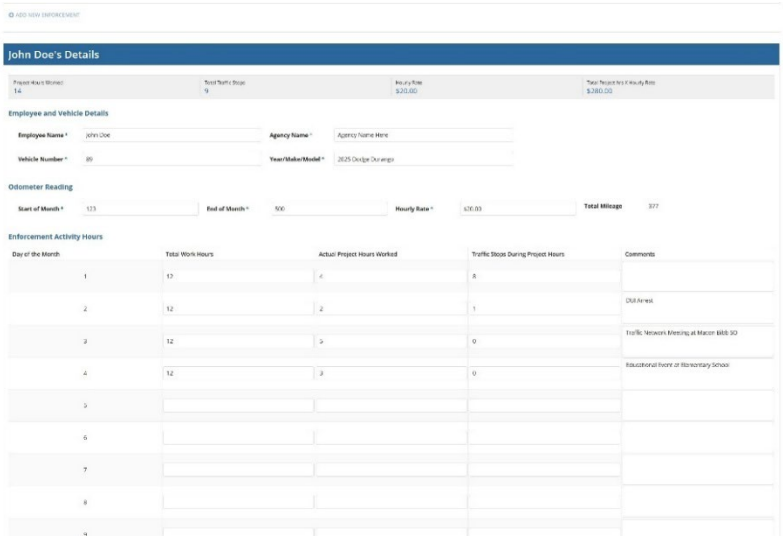
1. Complete all days of the month as needed for each employee claimed.
2. Click “NEXT” to advance to the next screen or “SAVE” if you need to add another employee to your claim.

3 Enforcement Data Page



Click "ADD NEW ENFORCEMENT" to start the process over and add an additional employee to your claim.

3 Enforcement Data Page



Month	October
Agency	Agency Name Here
Grant Number	TEN-2026-CharltonSO-094
Employee Name	John Doe

Total Work Hours	48.0
Total Project Hours	14.0
Hourly Rate	$20.00
Project Hrs X Hourly Rate	$280.00

Day of the Month	Total Work Hours	Actual Project Hours Worked	Traffic Stops During Project Hours
1	12	4	8
2	12	2	1
3	12	5	
4	12	3	
5			
6			
7			
8			
9			
10			
11			
12			
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25			
26			
27			
28			
29			
30			
31			
Totals	48.00	14.00	9.0

Vehicle Number	89
Year/Make/Model	2025 Dodge Durango

Odometer Reading

Start of Month	123.0
End of Month	500.0
Total Mileage	377.0

Comments:
10/2 - DUI Arrest
10/3 - Traffic Network Meeting
10/4 - Educational Event at Elementary School

Project Hours on:		
Impaired Driving	2	$40.00
Speed	3	$60.00
Seat belts	1	$20.00
Distracted Driving		
Other Project Activities	8	$160.00
Totals	14	$280.00

Employee Signature/ Date

Supervisor Signature/ Date

*Submit current pay... form 203 to claim for reimbursement.

1

1

1

2

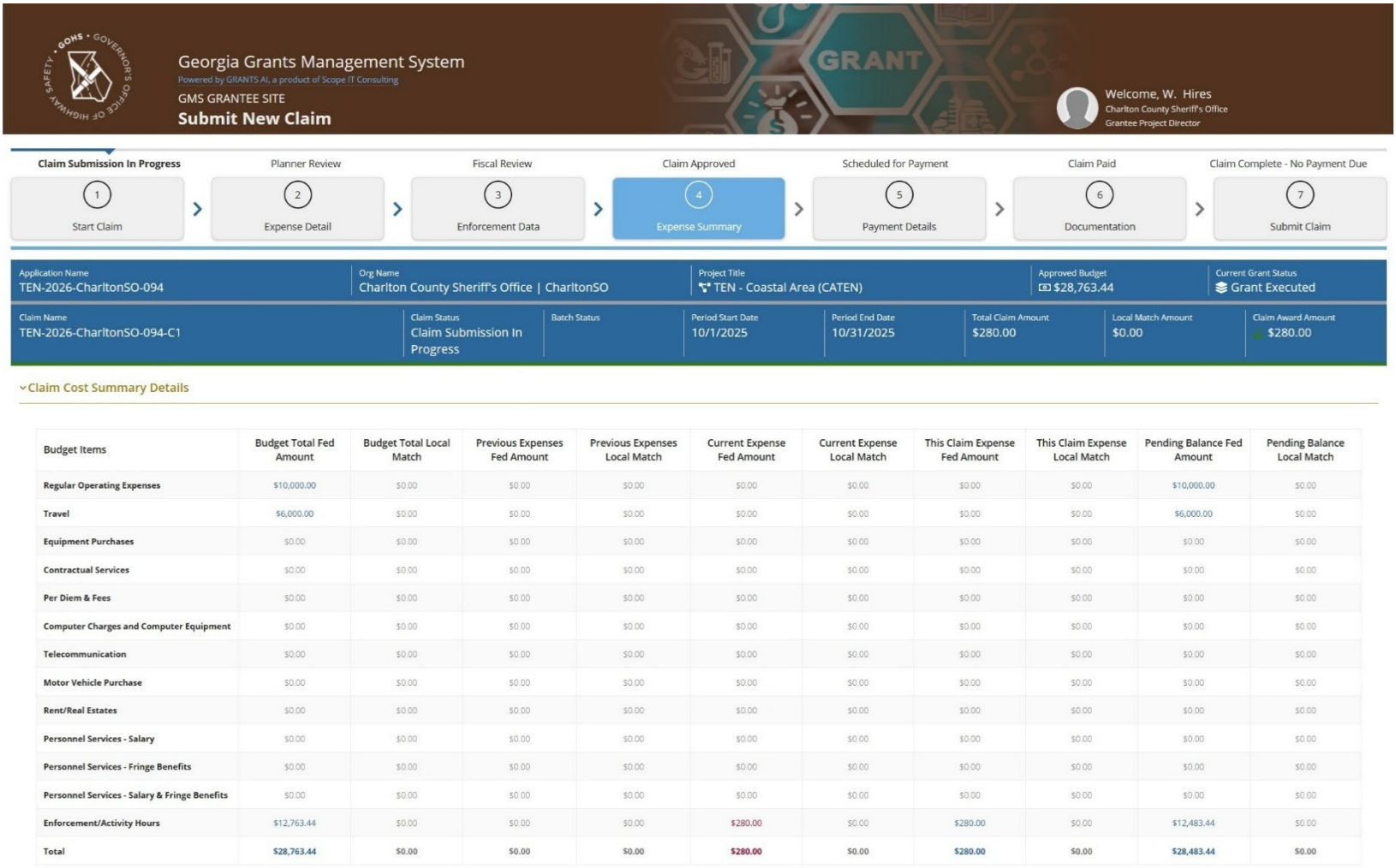
THESE SHOULD MATCH!

3 Enforcement Data Page

1. Project Hours Totals should match the Actual Project Hours Worked column on Form 203.
    a. Hours should only be claimed for time that is approved for your project. Refer to your grant for eligible reimbursement hours.

2. Always have signatures and dates for the employee who worked the project and the supervisor.

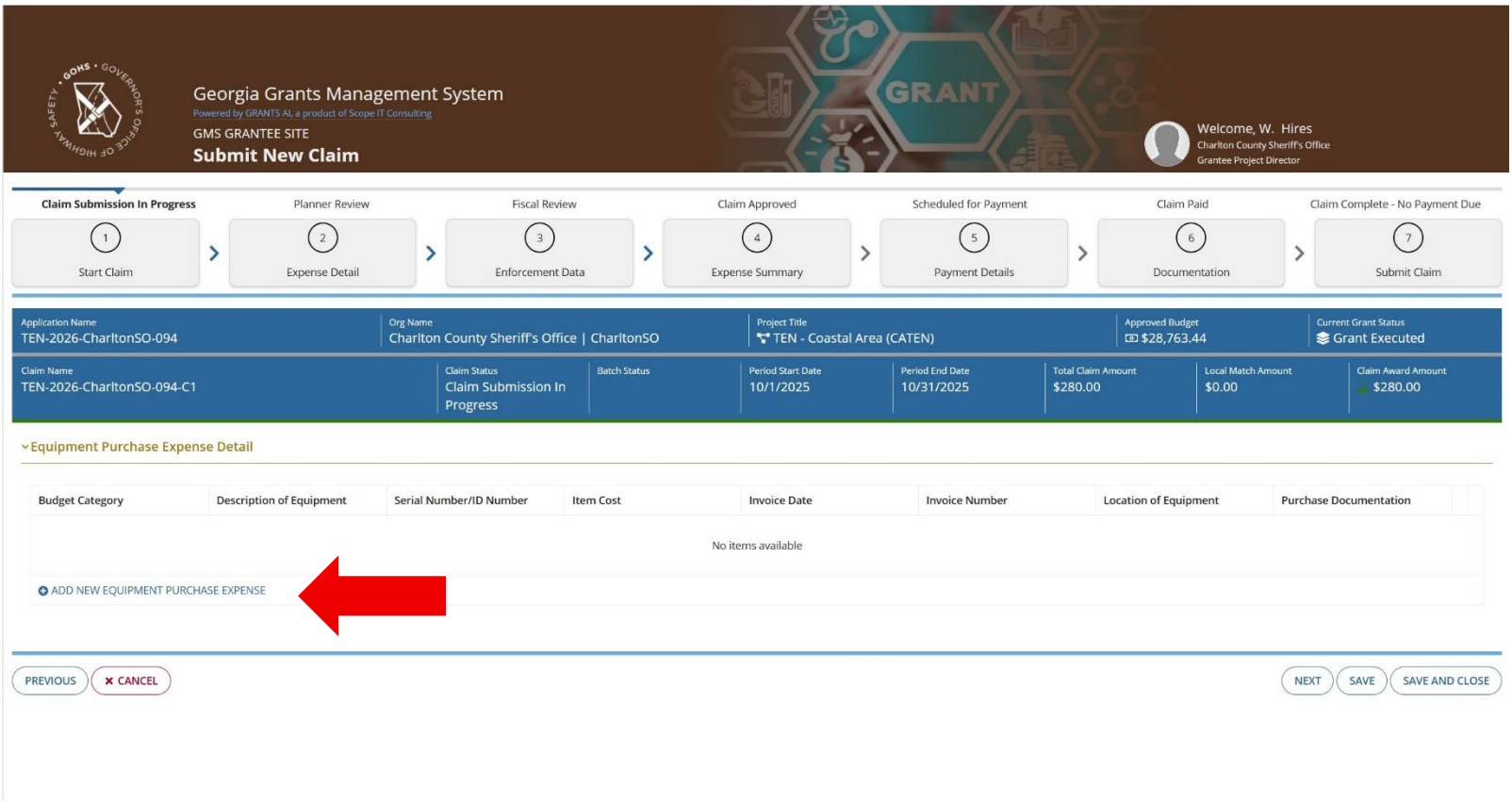
4 Expense Summary Page



Budget Items	Budget Total Fed Amount	Budget Total Local Match	Previous Expenses Fed Amount	Previous Expenses Local Match	Current Expense Fed Amount	Current Expense Local Match	This Claim Expense Fed Amount	This Claim Expense Local Match	Pending Balance Fed Amount	Pending Balance Local Match
Regular Operating Expenses	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$0.00
Travel	$6,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,000.00	$0.00
Equipment Purchases	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Contractual Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Per Diem & Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Computer Charges and Computer Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Telecommunication	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Motor Vehicle Purchase	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Rent/Real Estates	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Personnel Services - Salary	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Personnel Services - Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Personnel Services - Salary & Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Enforcement/Activity Hours	$12,763.44	$0.00	$0.00	$0.00	$280.00	$0.00	$280.00	$0.00	$12,483.44	$0.00
Total	$28,763.44	$0.00	$0.00	$0.00	$280.00	$0.00	$280.00	$0.00	$28,483.44	$0.00

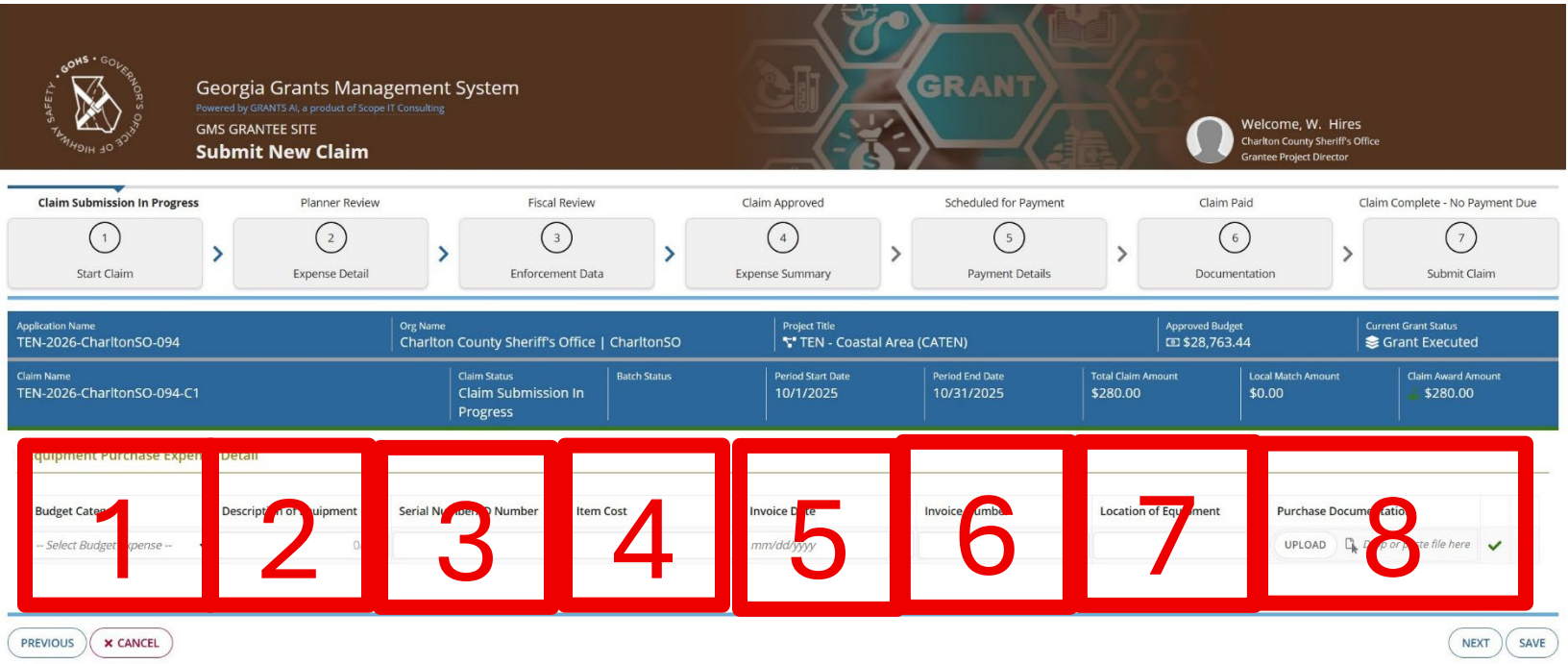
This chart breaks down the total allocated budget for each category for the project. The chart displays the budget claimed and the remaining budget for the project.

Equipment is/are items with a single value of $10,000 or more or computers/data collecting items.



To add purchased equipment to your claim, click the "ADD NEW EQUIPMENT PURCHASE EXPENSE". *Remember that you cannot claim items where the invoice date is after the month of the claim and you cannot claim items where the date of the invoice is prior to the award commencement date of the project*. This equipment inventory screen should be automatically populated from the expense detail section. Delete items from this screen that do not fall within the $10,000 or computer designation. Each piece of equipment has to be listed separately.

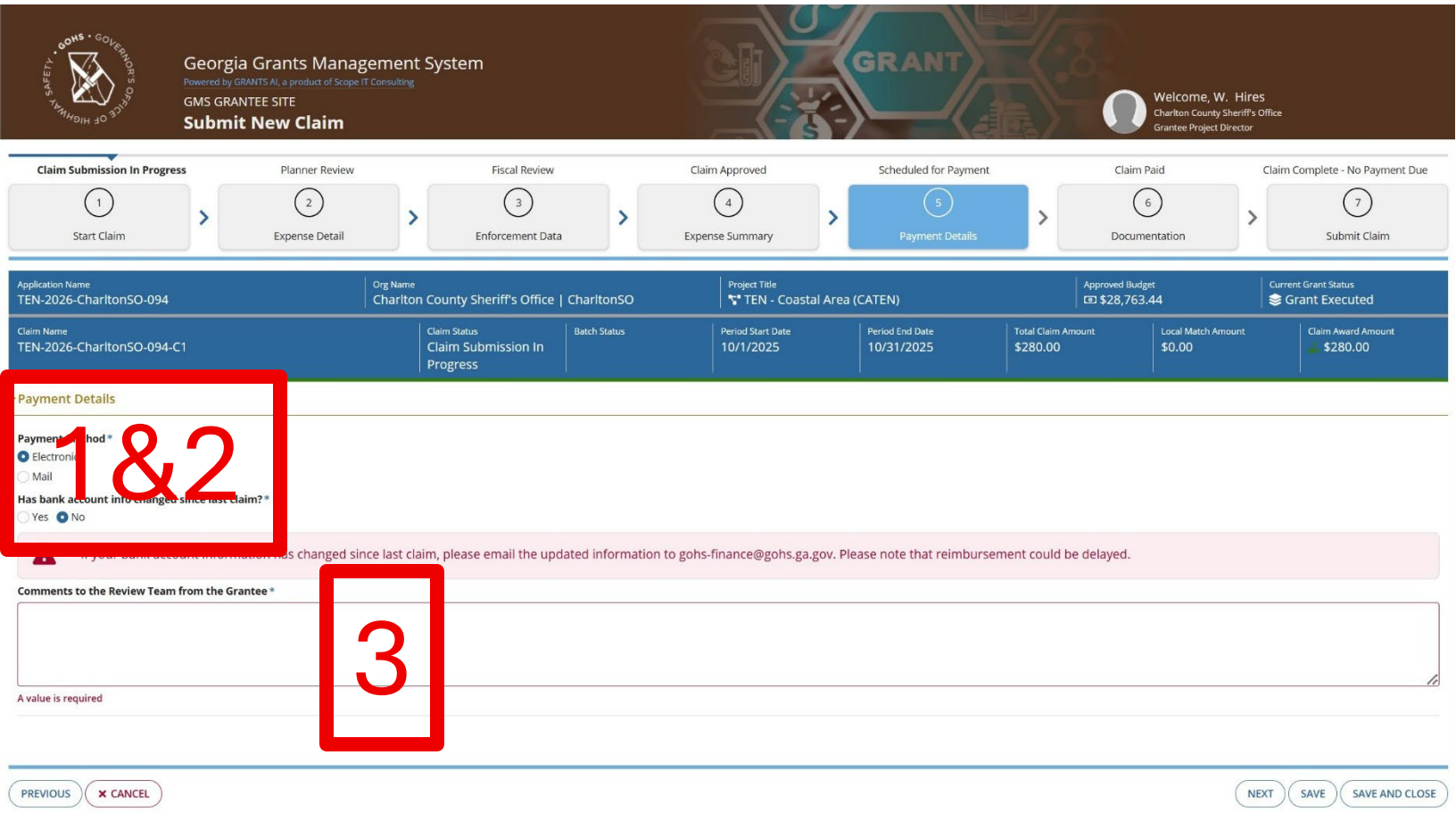
Click “NEXT” to advance to the next screen.



1. Budget Category
    a. Click the appropriate item from the drop-down menu for the budget category. Equipment purchases, Computer charges & Computer Equipment, or Motor Vehicle purchase.
2. Description of Equipment
    a. Describe the equipment that you are claiming. IE Vehicle, Speed Trailer, Computer, etc.
3. Serial Number or ID Number
    a. Input serial number, VIN, or ID number of equipment.

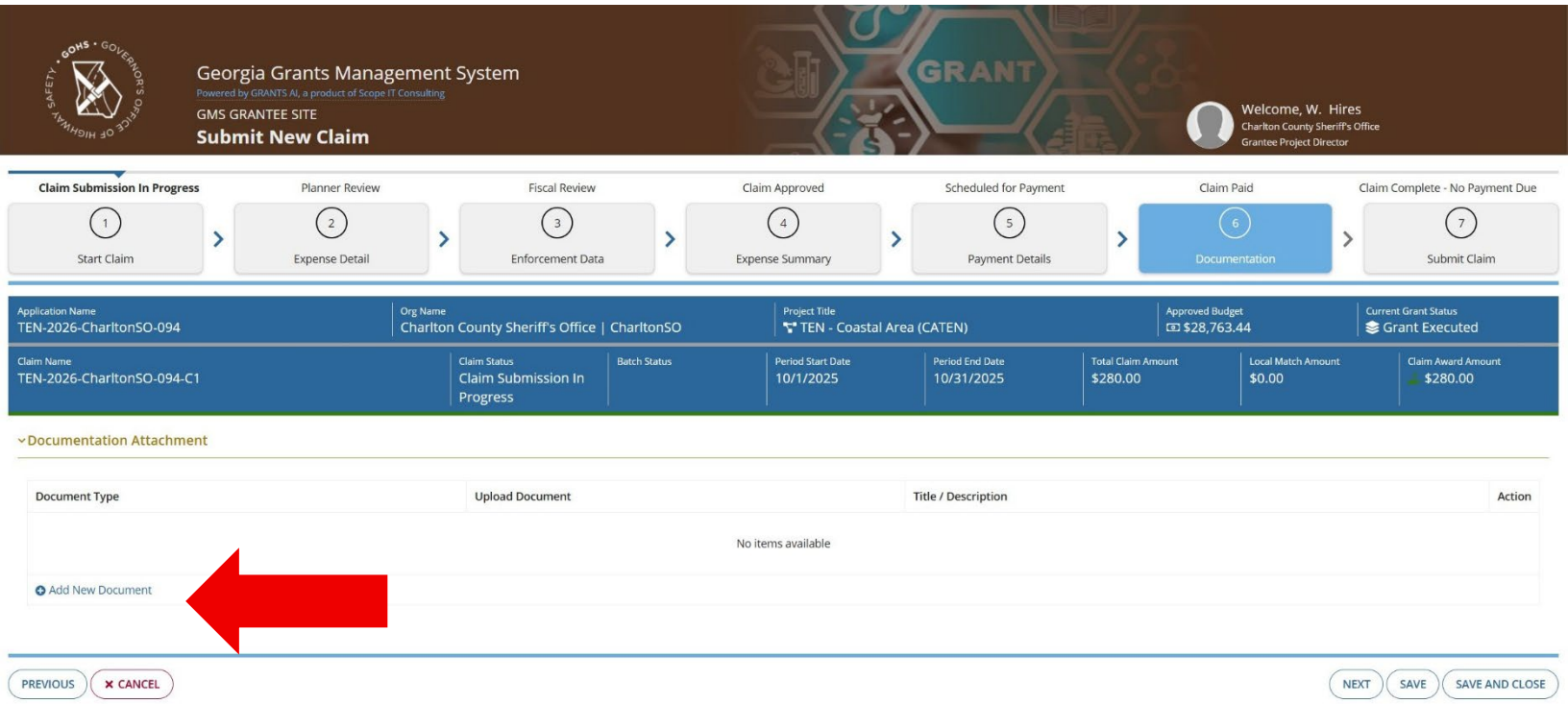
4. Item Cost
    a. Input cost of item. Cost should match what is on the invoice or what was pre-approved for your project if item costs more than what was previously approved.
5. Invoice Date
    a. Input date of invoice.
6. Invoice Number
    a. Input invoice number if available.
7. Location of Equipment
    a. Input location of equipment. IE vehicle #29, Atlanta Police Department, etc.
8. Purchase Documentation
    a. Add documentation to support your claim and purchase such as invoices, copies of checks, account payments, etc. Once documents have been uploaded, click the green Check to save the line item or the red X to delete the line item. You can then add an additional item if needed.
    b. Once complete, click "NEXT" to advance to the next screen.

5 Payment Details Page



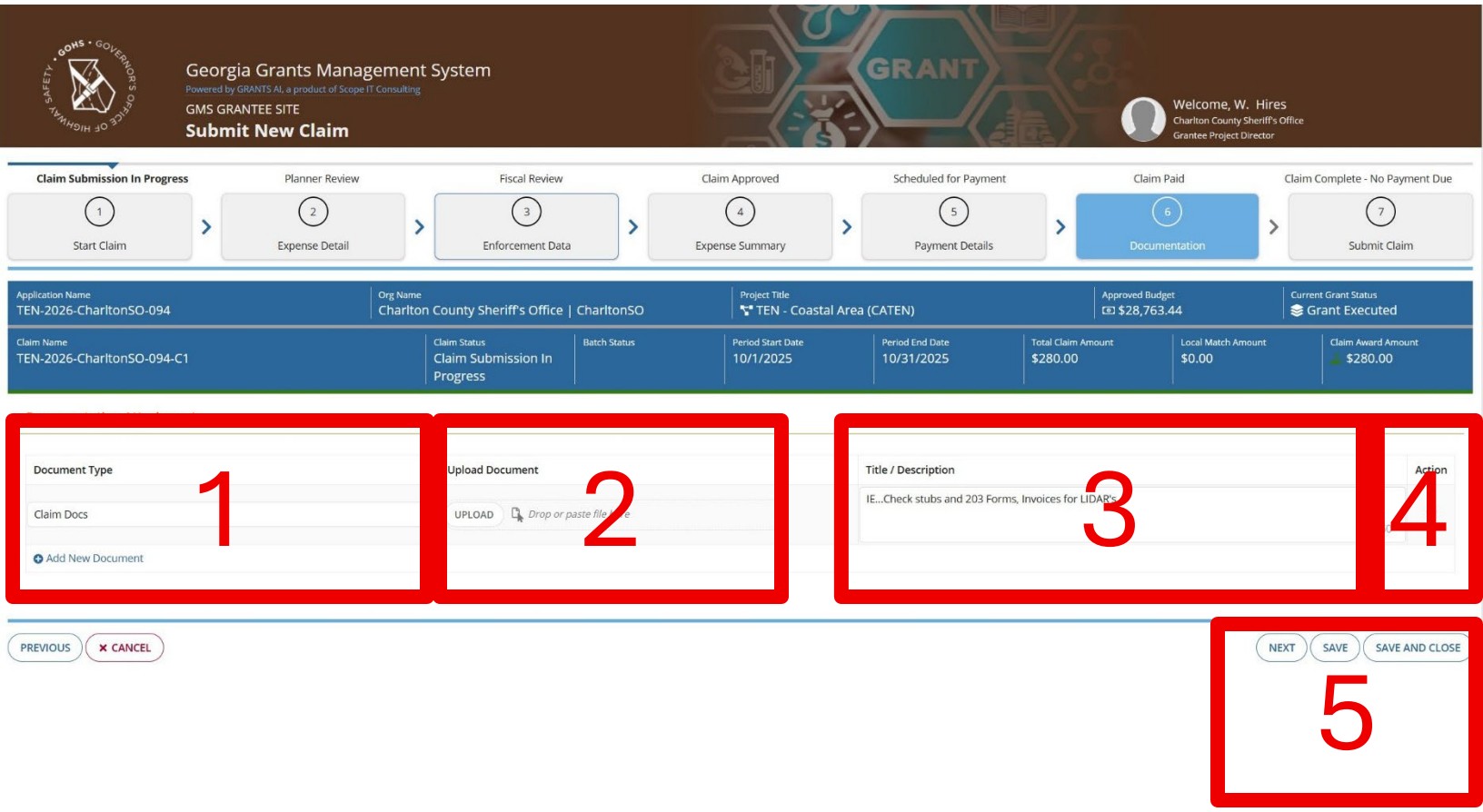
1. Payment Method
    a. Check electronic payment method unless mail is approved by GOHS Finance.
2. Has bank account information changed since last claim?
    a. Click no unless your bank account information has changed.
    b. If your account information has changed, complete new ACH forms and send to GOHS finance.
3. Enter a comment in the box and click "NEXT" to advance to the next screen.

6 Documentation Page



When making a claim, supporting documentation must accompany the claim. Click on "ADD NEW DOCUMENT" to begin.

6 Documentation Page



6 Documentation Page

1. Document type
    a. Claim Docs

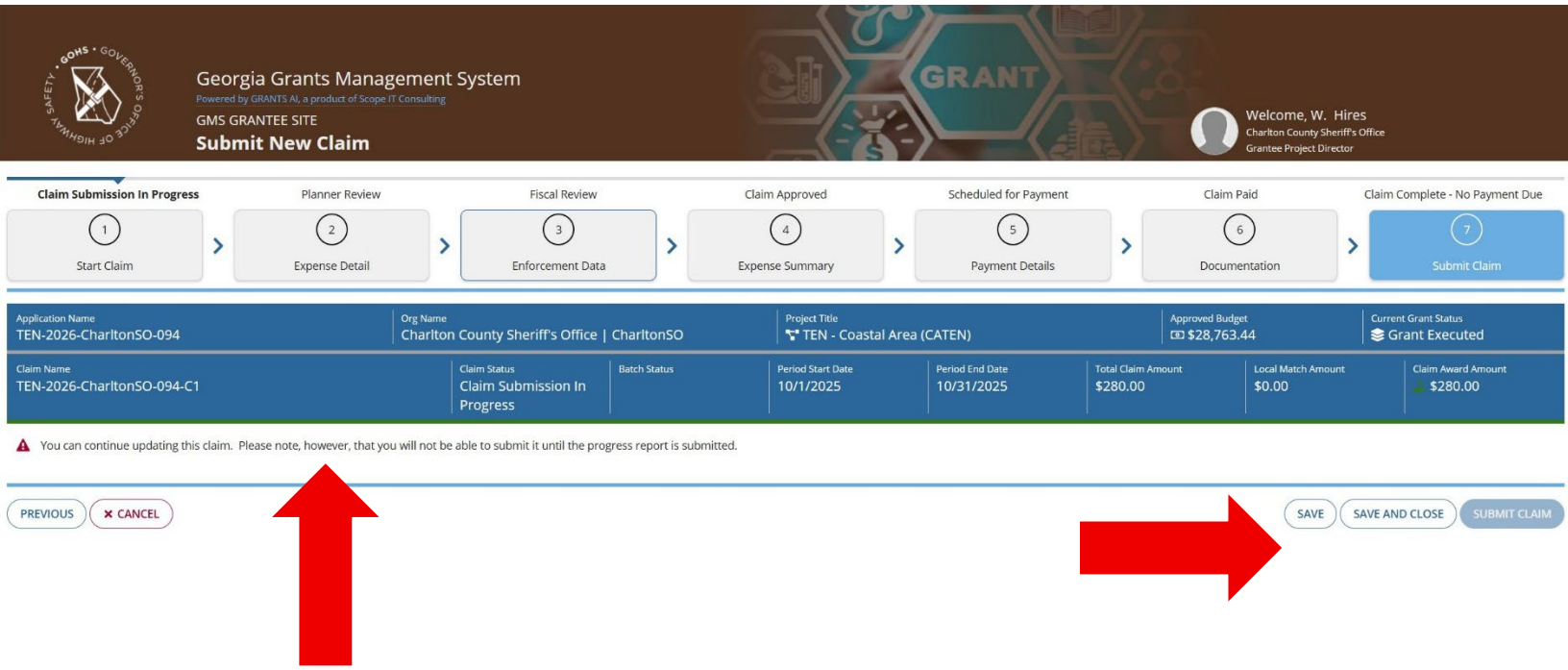
2. Upload Document
    a. You can “drag and drop” your document here or manually upload the document by clicking the “UPLOAD” button. All Form 203’s should be accompanied by a paycheck stub with dates covering the time period worked on the project. All Form 203’s and paycheck stubs should be uploaded as one PDF document.

3. Title/Description
    a. Describe the document.

4. Action
    a. In the action tab, you can delete the line item if needed.

5. When you have completed uploading your documentation, click “SAVE” and then “NEXT” to advance to the next screen.

7 Submit Claim Page



Claims cannot be submitted until the progress report has been submitted. Once the progress report has been submitted, the claim can be submitted to your planner.

Once everything is complete, you can submit the claim by clicking the "SUBMIT CLAIM" button. If you have not completed the claim, click "SAVE AND CLOSE" to return to the home screen.

CONGRATULATIONS ON SUBMITTING YOUR CLAIM!!