



Edit Saved, Returned, and Submitted Reimbursement Requests

STEP 1: Navigate to 'Manage Funds'

From the USNDP Grant Management Center Home Page:

- Click 'Manage Funds' in the top navigation bar
- This will take you to the funding source list page

STEP 2: View Active Funding

On the funding source list page:

- Locate the list view dropdown menu
- Click the small downward arrow icon (▼) next to the list view name
- Select 'Portal Active USNDP Funding' from the available options

STEP 3: Select Your Funding Source

Each funding source is like a separate account set aside for specific purposes.

- Review the list of available funding sources
- Click the name of the funding source that matches your reimbursement purpose

STEP 4: Access the Reimbursement Request Form

On the funding source details page:

- Click the blue 'Create/Edit Reimbursement Request' button.

STEP 5: Edit Reimbursement Request

From the 'Saved, Returned, and Submitted Reimbursements' List View:

- Select the checkbox adjacent to the reimbursement request that you would like to edit
- Click the 'Update Selected Reimbursement' button



Home Application Application Status Manage Funds Reimbursement Status Resources



Create Reimbursements

Saved/Submitted/Returned Reimbursements

5 of 5 items • 1 item selected

Search this list...

<input checked="" type="checkbox"/>	Reimbursement Type	Expense Report Name	Amount	Status	Reason	Created Date	Last Modified Date
<input checked="" type="checkbox"/>	Practice/Green fees	Driving Range 5 large buckets	\$60.00	Submitted		2/23/2025, 03:59 PM	2/23/2025, 03:59 PM
<input type="checkbox"/>	Equipment	FootJoy Shoes	\$125.00	Saved		2/23/2025, 03:55 PM	2/23/2025, 03:55 PM
<input type="checkbox"/>	Equipment	PGA SuperStore Regrip	\$675.00	Submitted		2/23/2025, 03:54 PM	2/23/2025, 03:54 PM
<input type="checkbox"/>	Tournament Travel	USNDP Tournament Example Invitational	\$1,128.00	Submitted		2/23/2025, 03:39 PM	2/23/2025, 03:52 PM
<input type="checkbox"/>	Tournament Entry Fee	First Tee Championship Tournament	\$300.00	Submitted		2/23/2025, 03:31 PM	2/23/2025, 03:34 PM

Cancel + Create New Reimbursement Update Selected Reimbursement

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FOR THE GOOD OF THE GAME.