TDA-GO Payment Reimbursement Instructions

1. Before You Begin

TDA grant programs operate on a reimbursement basis. Expenses must be incurred, paid, and documented before reimbursement can be requested.
Before submitting a payment request, ensure each expense:

☐ Was incurred during the approved grant period.

☐ Is included in the approved budget or has prior written approval.

☐ Supports the approved grant project and objectives.

☐ Has been paid in full by the Grant Recipient.

☐ Includes acceptable proof of payment.

☐ All supporting documentation is complete, accurate, and legible.

☐ The expense has not previously been submitted for reimbursement.

Before logging into TDA- GO, gather all required documentation. Including invoices or receipts, proof of payment, expense detail, any expense specific supporting documents, and required program forms.

2. Organize Your Expenses & Prepare Supporting Documentation

Before logging into TDA-GO, organize the expenses you plan to submit for reimbursement and gather all supporting documentation. Preparing documents in advance can help prevent processing delays.

Proof of Payment

Documentation must show that payment was completed and include the payment date and method. Acceptable proof of payment includes:

- Paid invoice or receipt showing a $0 balance and the payment method
- Front and back of a processed check
- Bank or credit card statement showing the transaction

*If using bank or credit card statements, redact account numbers before submission.
Refer to the Expense Documentation Requirements for detailed information on acceptable proof of payment found on our website.

Arrange supporting documents in the same order as your expense list whenever possible. This helps reviewers match expenses to supporting documentation more efficiently and may reduce processing delays.

Additional Documentation

Some expenses require additional supporting documents:

- **Personnel:** may require payroll registers, timesheets or activity records, payroll tax or benefit documentation, and proof that payroll was paid.
- **Contractual:** may require an executed contract or service agreement, itemized invoice, proof of payment, and documentation demonstrating that services were completed.
- **Equipment:** may require a vendor invoice, proof of payment, equipment acquisition forms, and delivery or installation documentation.

3. Complete Any Required Payment Request Worksheet

Complete the Payment Request Worksheet before creating the payment request in TDA-GO.

A. Enter basic information at the top of the worksheet: Awardee Name, Grant ID Number, Payment Request Number, and the date you complete the worksheet.



Payment Request Worksheet

Grantee Name: Test Farm
Grant ID # AGL261000
Payment Request # 2
Date: 10/21/2026

B. **Itemized Invoice Summary Table**: The Summary Table will automatically populate based on the information entered in the Itemized Invoice List.

- Do not enter any information into the Summary Table.
- You will use this table later when completing your reimbursement request in TDA-GO.

ITEMIZED INVOICE SUMMARY

	Total Invoices	Grant Amount	Match Amount
Personnel	$ 250.00	$ 227.27	$ 22.73
Equipment	$ -	$ -	$ -
Supplies	$ 198.84	$ 180.75	$ 18.09
Contractual	$ 5,000.00	$ 4,545.45	$ 454.55
Other	$ 23,500.00	$ 21,363.62	$ 2,136.38
Total	**$ 28,948.84**	**$ 26,317.09**	**$ 2,631.75**

C. **Complete the Itemized Invoice List**. Enter each invoice for which you are requesting reimbursement on a separate row. All gray-shaded columns are required. The orange-shaded columns will automatically calculate the grant-funded portion and the match-funded portion of each expense.

- Vendor/Payee – The business or individual from whom the item or service was purchased.
- Cost Category – The approved budget category associated with the expense.
- Invoice Total – The amount being requested for reimbursement.
- Invoice Date – The date the invoice was paid.
- Invoice number – Enter the invoice number. If no invoice number exists, enter "N/A."
- Short Description of Expense – A brief description of the item or service purchased.

ITEMIZED INVOICE LIST

ID	Vendor/Payee	Cost Category	Invoice Total	Grant Amount	Match Amount	Total Verification	Invoice Date	Invoice Number	Short Description of Expense
1	Kencove Farm Fence Suppli	Supplies	$ 158.85	$ 144.40	$ 14.45	$ 158.85	8/31/2020	10101775	Wire and gate for fencing
2	Tractor Supply	Supplies	$ 39.99	$ 36.35	$ 3.64	$ 39.99	4/10/2020	191075	Livestock watering tank
3	John Doe Cattle Co	Other	$ 3,500.00	$ 3,181.81	$ 318.19	$ 3,500.00	11/9/2019	653539	4 Brahman cows
4	Jane Smith	Personnel	$ 250.00	$ 227.27	$ 22.73	$ 250.00	1/1/2020	123	Farm Labor Decemeber 2019
5	Doolittle Cattle Ranch	Other	$ 20,000.00	$ 18,181.81	$ 1,818.19	$ 20,000.00	7/2/2019	N/A	10 Hereford cows
6	Smith Electrical	Contractual	$ 5,000.00	$ 4,545.45	$ 454.55	$ 5,000.00	2/4/2020	5623	Electrical installation of greenhouse
7				$ -	$ -	$ -			

D. As invoices are entered into the Itemized Invoice List, the Summary Table will automatically update and group expenses by cost category.

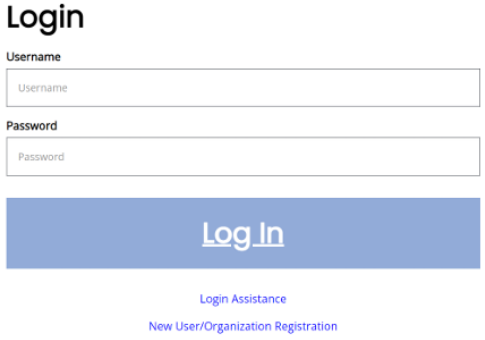
E. **Save the Completed Worksheet:** Save a copy of the completed Payment Request Worksheet which you will upload with your Payment Request in TDA-GO.

- Keep a copy of the completed worksheet for your records.
- Be sure to save a clean, blank version of the worksheet for future payment requests.

4. Log in to TDA-GO by entering your username and password

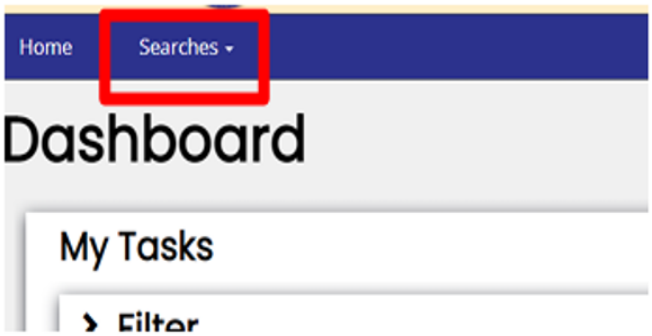
Click here to access the TDA-GO website or copy and paste the following in your browser: https://tda-go.intelligrants.com/

This will take you to your Dashboard where the My Tasks tool will show tasks waiting to be completed for your grant(s).

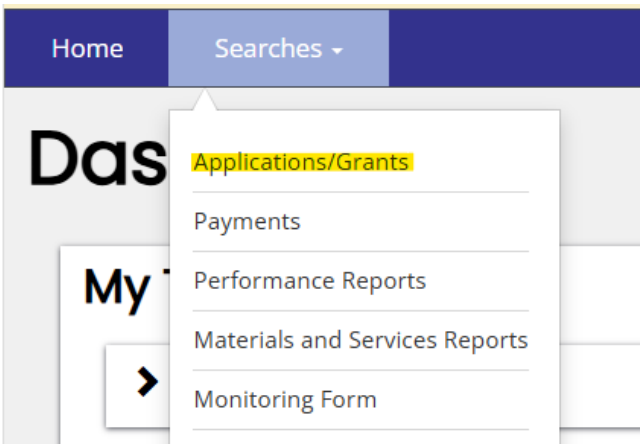


5. Accessing your Grant Application in TDA-GO

Once your application is fully signed and in “Contract Executed” status, it will not show up in “My tasks”.

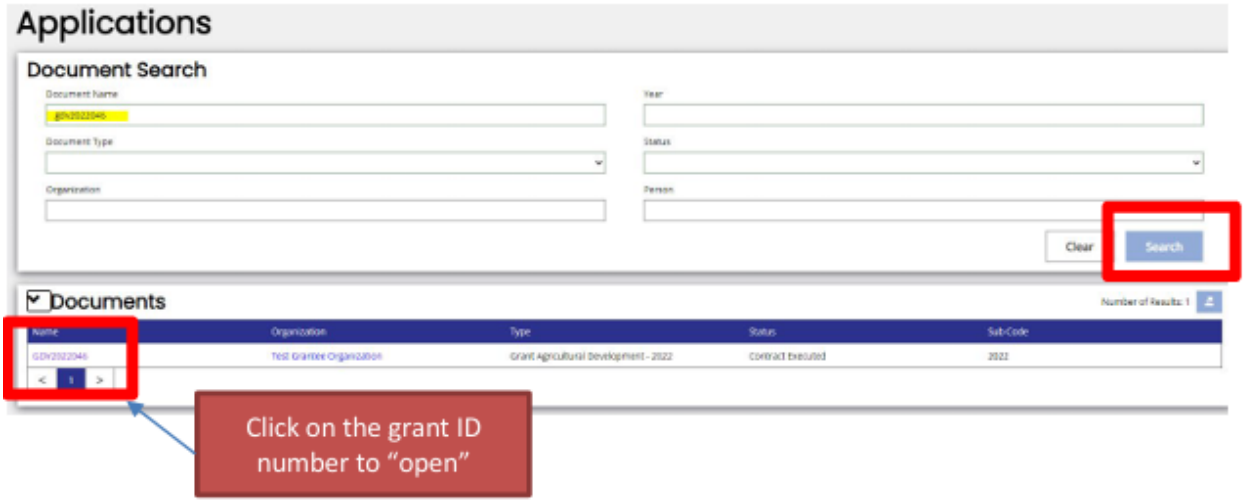


To find your grant application Click “Searches”



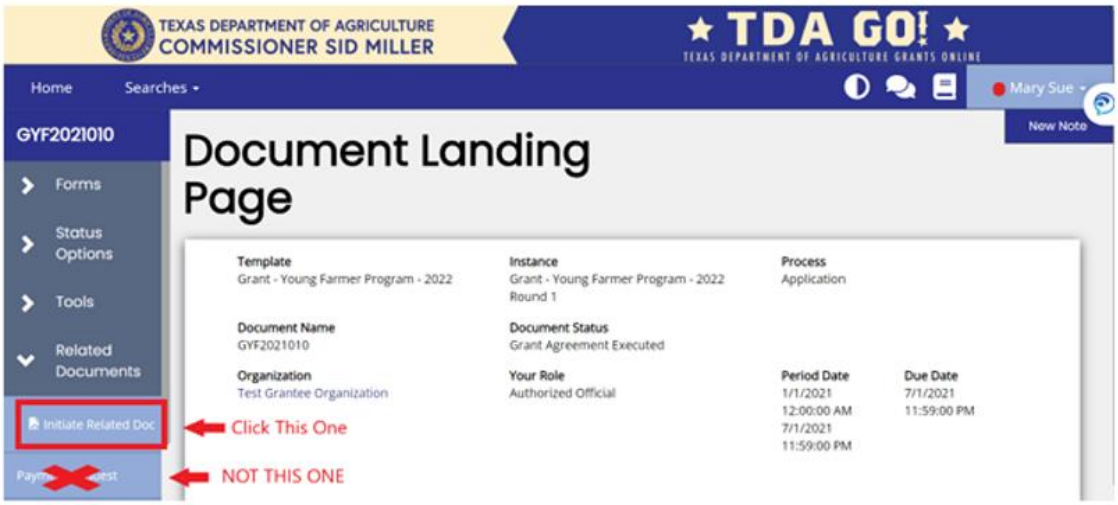
Select “Applications/Grants”

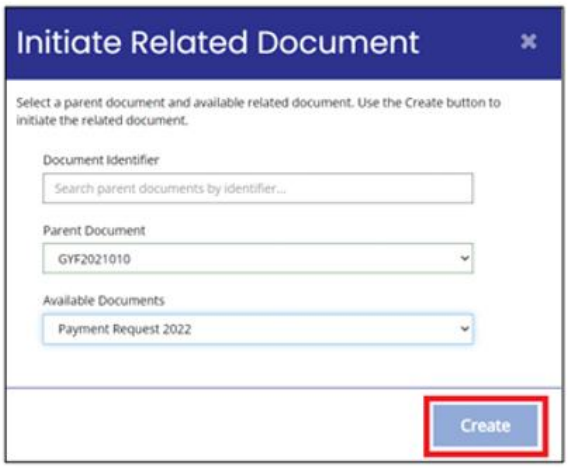
Type your Grant ID number in “Document Name”. Click on the ID number to open. If you do not know your grant ID number, hit the “Clear” button so all boxes are empty, and then click the “Search” button. This will show all grant applications and awards associated with your account.



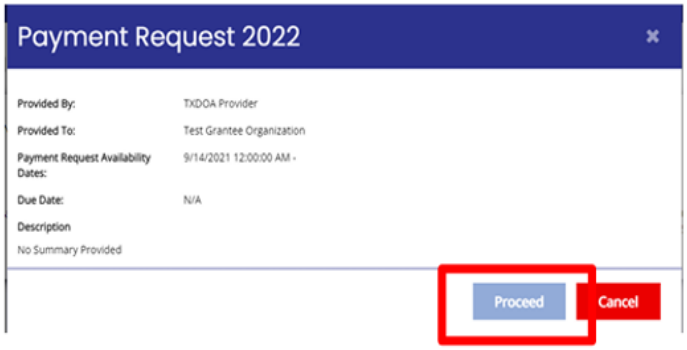
6. Initiating a new Payment Request

Once on the application Landing Page, scroll down to “Related Documents” on the left-hand side of the page. Click on “Initiate Related Doc” to start a new payment request.





A window titled “Initiate Related Document” will pop up. Check that your Grant Number is selected under “Parent Document”, then select **Payment Request 2026**, and press Create.



Click “Proceed”

7. Payment Request Document

The next screen is the **Payment Document Landing** page.



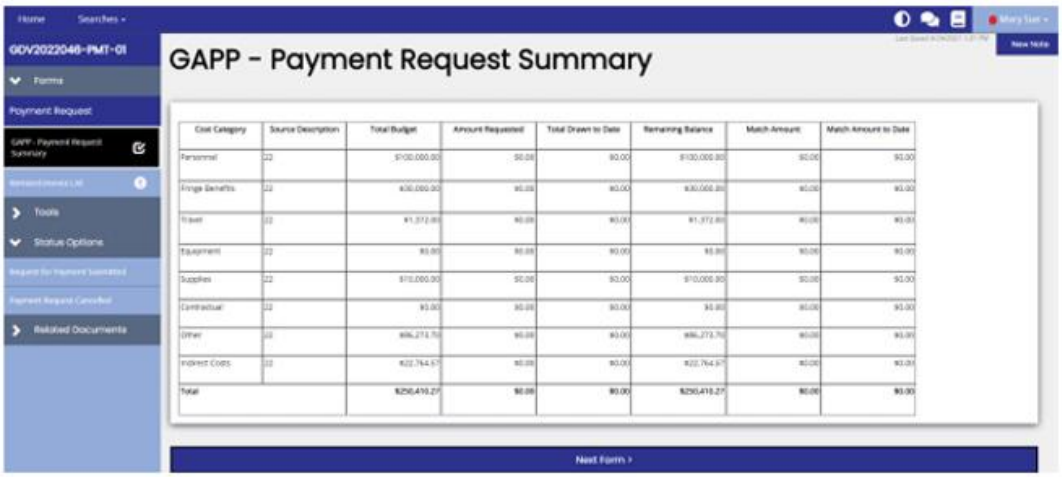
A payment request consists of two sections:

1. **Payment Request Summary** – An automatically generated page that displays your approved budget, prior payments, and remaining balances.
2. **Itemized Invoice List** – This section is where you enter the expenses for which you are requesting reimbursement.

Payment Request Summary

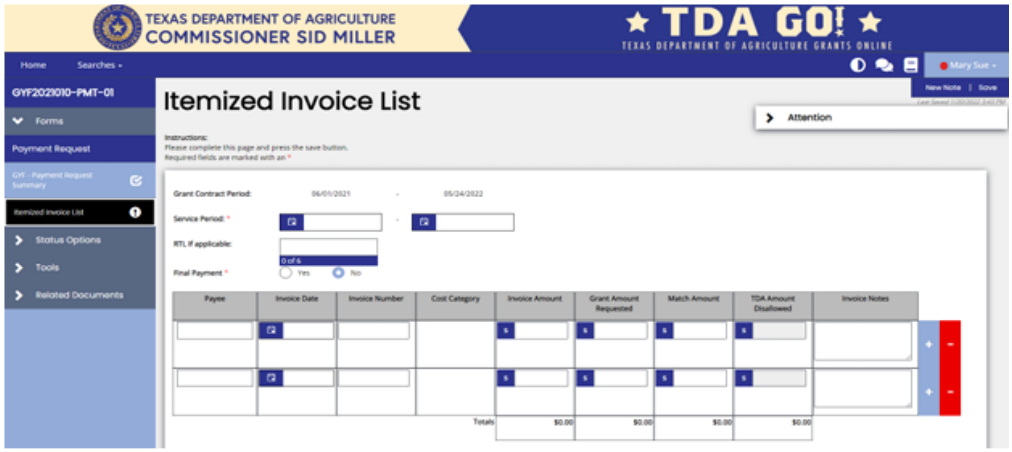
Review the **Payment Request Summary** to confirm that the budget amounts by expense category match your records. This page also shows previous reimbursement payments and the remaining balance available in each category.

Note: The *"Source Description"* is for TDA internal use only.



Itemized Invoice List

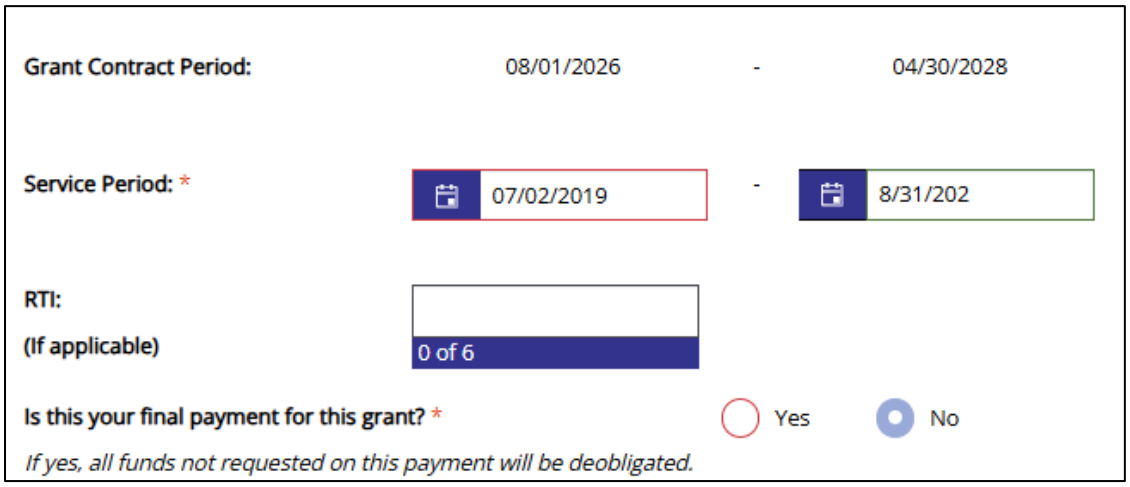
This **Itemized Invoice List** is where you will enter the expenses you wish to reimburse for this payment request. See **Step 8** for instructions on completing the itemized invoice list.



8. Enter Expense Data and Documentation

In the **Itemized Invoice List** header section complete the following:

- Service period: Enter the earliest and latest dates covered by the invoices included in this payment request
- RTI: Leave blank.
- Final Payment: Select **Yes** or **No**. Select **Yes** only if all budget categories have a remaining balance of $0.00, or if you are certain this is your final payment request and will not spend any additional grant funds. Otherwise, select **No**.

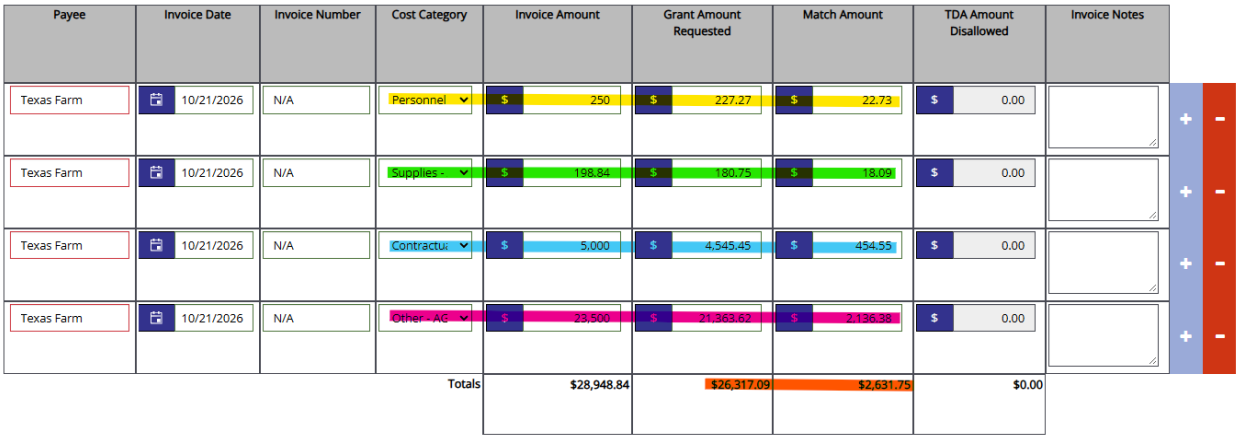


Complete the Itemized Invoice List Table

Using the **Itemized Invoice Summary** table from the **Payment Request Worksheet**, enter one line for each cost category included in the payment request.

The highlighted rows in the example Worksheet Summary Table below correspond to the information that must be entered into the TDA-GO **Itemized Invoice List** table.

ITEMIZED INVOICE SUMMARY			
	Total Invoices	Grant Amount	Match Amount
Personnel	$ 250.00	$ 227.27	$ 22.73
Equipment	$ -	$ -	$ -
Supplies	$ 198.84	$ 180.75	$ 18.09
Contractual	$ 5,000.00	$ 4,545.45	$ 454.55
Other	$ 23,500.00	$ 21,363.62	$ 2,136.38
Total	$ 28,948.84	$ 26,317.09	$ 2,631.75



Payee	Invoice Date	Invoice Number	Cost Category	Invoice Amount	Grant Amount Requested	Match Amount	TDA Amount Disallowed	Invoice Notes
Texas Farm	10/21/2026	N/A	Personnel	$ 250	$ 227.27	$ 22.73	$ 0.00	
Texas Farm	10/21/2026	N/A	Supplies -	$ 198.84	$ 180.75	$ 18.09	$ 0.00	
Texas Farm	10/21/2026	N/A	Contractu	$ 5,000	$ 4,545.45	$ 454.55	$ 0.00	
Texas Farm	10/21/2026	N/A	Other - AG	$ 23,500	$ 21,363.62	$ 2,136.38	$ 0.00	
			Totals	$28,948.84	$26,317.09	$2,631.75	$0.00	

- Create a new row for each cost category. To add additional lines, click on the plus (+) button on the right side of the table.
- Complete all fields for each row except *TDA Amount Disallowed.*
    - **Payee:** Enter the awardee's name.
    - **Invoice Date:** Enter the date of the payment request.
    - **Invoice Number**: Enter N/A
    - **Cost Category:** Select the applicable cost category.
    - **Invoice Amount:** Enter the **TOTAL INVOICES** amount from the Summary table
    - **Grant Amount Requested:** Enter the **GRANT AMOUNT** from the Summary table

- **Match Amount Requested:** Enter the **MATCH AMOUNT** from the Summary table
- **TDA Amount Disallowed:** Leave blank
- **Invoice Notes:** Enter any additional information, if needed

Expenditure Documentation - REQUIRED

Legible copies of invoices, receipts, and proof of payment for all expenditures in the payment request must be submitted. Please review the **Expense Documentation Requirements Guidance** for detailed documentation requirements and acceptable proof of payment.

Documentation must show that payment was successfully processed and include the date of transaction and payment method. Acceptable proof of payment includes:

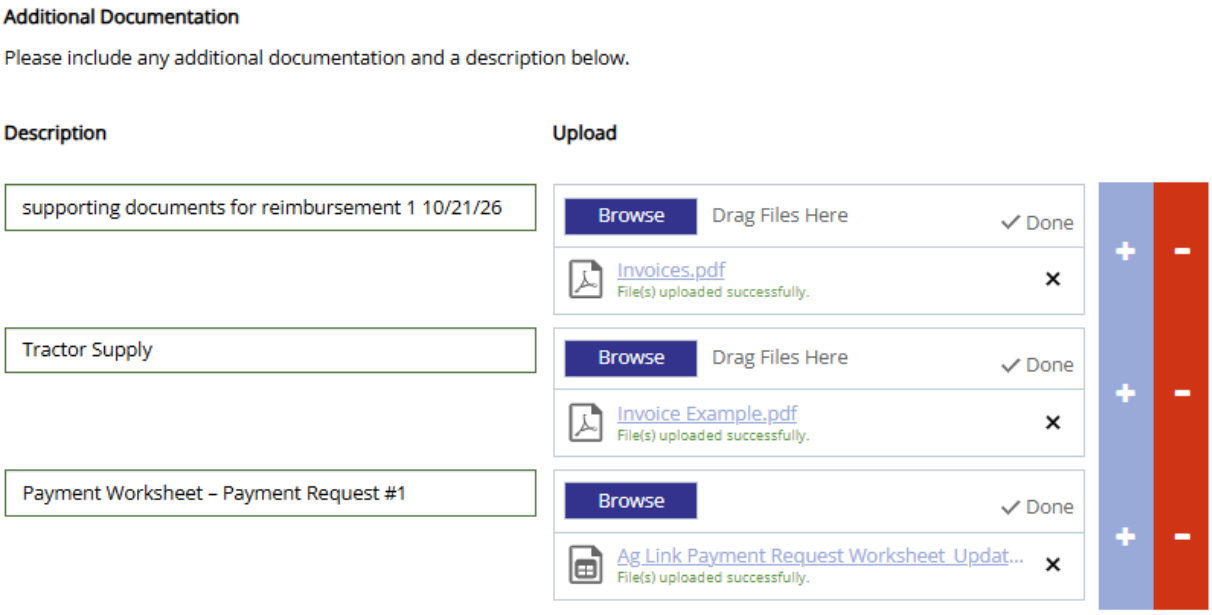
- Invoice/Receipt showing a zero ($0) balance and payment method
- Processed check with bank stamp (show copies of both sides of processed check)
- Bank account statement showing the expense paid (black out account numbers)

Attach invoices/proof of payment & Payment Request Worksheet. Upload supporting documentation for each expense listed in the payment request worksheet. Documents may be uploaded individually or combined into a single file.

Note: File size limits apply. If a file will not upload, reduce the file size or split the documents into multiple files.

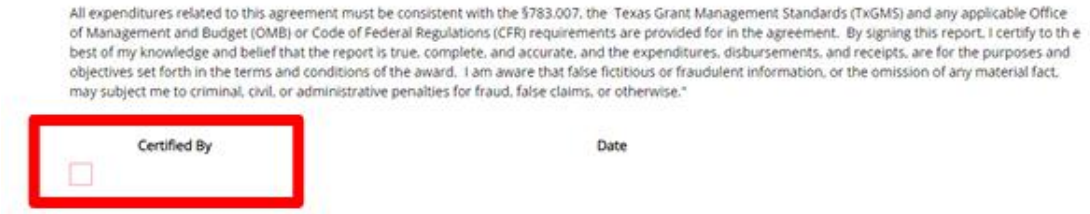
For each upload, complete the following:

  - **Description:** Include name of payee and invoice number (if applicable)
  - **Upload:** Select the file or drag and drop it into the upload field.
  - **Add Additional Uploads:** To add more files, click the **plus (+)** button on the right side of the table.
- **Payment Request Worksheet:** Upload the completed **Payment Request Worksheet** as an **Excel spreadsheet (.xlsx)**. *Do not upload the Payment Request Worksheet as a PDF.*



9. Sign/Certify the Payment Request

E-Sign and certify the Payment Request by checking the box.



10. Save the Payment Request

Click the "Save" button found in the top right-hand corner of the webpage underneath your name. Check to ensure your certification was successful. After hitting the save button, your name and date should appear next to the checked box.

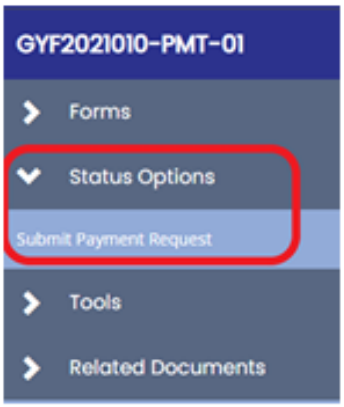


11. Verify Budget

Return to the Payment Request Summary page. Verify the balances appear as expected after your payment request.

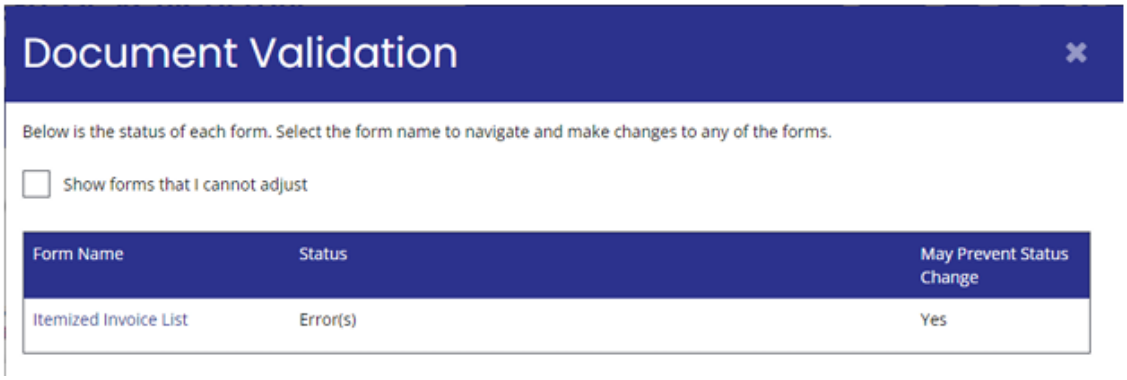
12. Submit Payment Request

On the left-hand side of the screen, click on “Status Options” to expand the menu.



Click “Submit Payment Request”

If there are errors in the payment request, a pop-up window will appear detailing the error. The error will need to be fixed before you can submit the request.



13. **Payment Request Processing Status**

Once a payment request has been submitted, the Grant Recipient may check the status of the request in TDA-GO by navigating to the Document Landing Page of the Payment Request (see Step 14 for instructions on how to find your payment request after submission)



Status Options

Payment Request in Process = Grant Recipient is entering or revising payment request

Payment Request Cancelled = Grant Recipient cancelled payment request

Payment Request in Review = TDA is reviewing

Approved for Payment = TDA has approved the Payment

CAPPS In Process = Payment is transferring to State payment system for payment

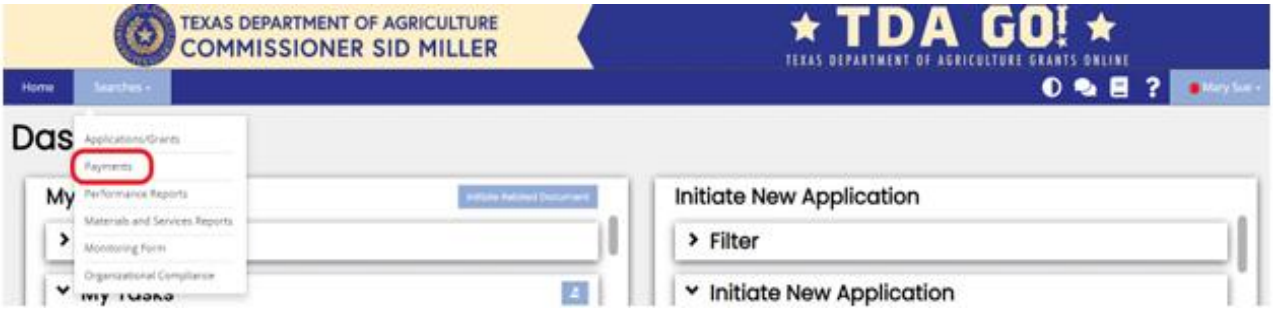
CAPPS Payment Processed = Payment has transferred to payment system and grant receipt will receive payment as soon as Texas Comptroller releases payment.

14. Locating your Payment Request in TDA-Go

Once you have created a payment request, you can find your payment request in TDA-Go using the Search function.

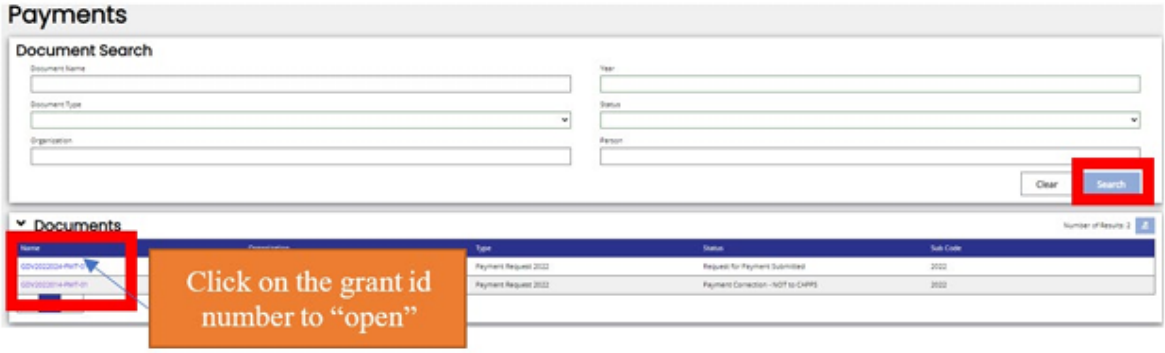
"Searches" Menu

Click the "Searches" button at the top of the screen to expand the search menu. Click "Payments"



Document Search

You do not need to enter any information into the Document Search fields. Simply click "Search" and all payment requests associated with your TDA-Go account will appear in the "Documents" results field. Click on the Grant ID payment request number to open the payment request.



15. Common Reasons for Delay

Payment requests may be delayed if supporting documentation is missing, proof of payment is not provided, expenses are ineligible under the Grant Agreement, or information entered in TDA-GO does not match the submitted documentation. Delays can also result from incomplete forms or missing program specific requirements.

Tip: Before submitting your request, review all invoices, proof of payment, and supporting documents to ensure they are complete, accurate, and consistent with the information entered in TDA-GO. This can help reduce processing delays and follow-up requests.