

FFY 2026 Tip Sheets

HVE Grants



TENNESSEE HIGHWAY SAFETY OFFICE
helping you **ARRIVE**

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Claim with Expenses



Claim without Expenses



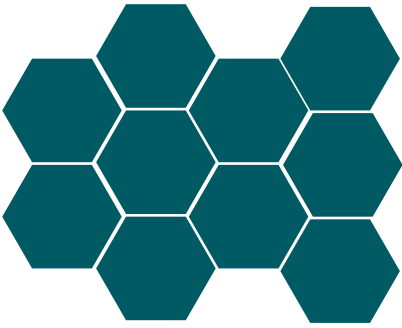
Status Report



Modification Request



Travel Authorization Request



Claim with Expenses

1. Log into www.thsogrants.org
2. Navigate to **My Tasks** on the dashboard
3. Click the **quarterly claim** link in the **Name** column
Example: CQ1-2026-Agency **Name**-12345
Note: CQ1 = Claim Quarter 1
4. From the **Document Landing Page**, use the blue menu on the left to select all applicable cost categories

Example: Entering overtime enforcement expenditures

- Click **Personnel Costs** on the menu
- Select **Overtime Enforcement** from the Classification dropdown
 - Fill the remaining fields for each officer
- Click **+** for each additional entry
- Click **Save** in the top right corner

Example: Entering non-personnel expenditures

- Click the **Non-personnel** (Small Equipment, Supplies, etc.) tab on the menu.

Important: Refer to your application to review approved equipment

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Example: Entering travel expenditures

- Click **Travel Expenses** on the blue menu
 - Fill in the fields for an individual traveler
 - Each day should be entered on a separate line
Note: Click **+** to add travel dates
 - Click **Save** in the top right corner
 - Click **Add** in the top right corner to access a form for additional traveler, if applicable
 - Click **Save** again in the top right corner after each form is completed

5. Once you have entered all expenditures in each cost category, click **Budget Summary** on the blue menu

6. Click **Save** in the top right corner

7. **Print Claim Forms** from the blue menu

Note: Forms will auto-populate based each cost category completed

8. **Sign/date** all claim forms

9. Collect required back-up documentation

10. Review the **Claims Checklist** found on the blue menu

11. **Attach** claim forms and back-up documents (select or drag files) to the **Attachments** tab on the menu

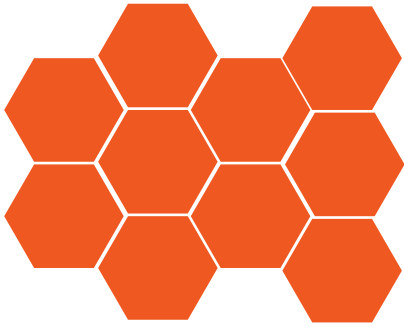
12. Click **Save** in the top right corner

13. Click **Submit Claim** from the **Status Options** tab on the menu

Note: When revising a claim, the button will say **Resubmit Claim**

14. Click **OK** in the pop-up window

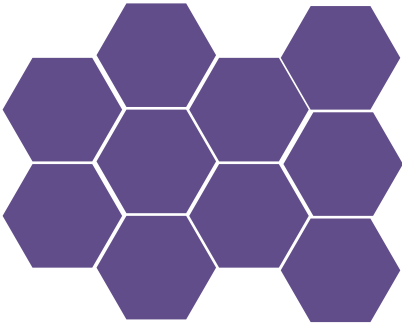
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Claim without Expenses

1. Log into www.thsogrants.org
2. Navigate to **My Tasks** on the dashboard
3. Click the **quarterly claim** link in the **Name** column
Example: CQ1-2026-Agency **Name**-12345
Note: CQ1 = Claim Quarter 1
4. From the **Document Landing Page**, use the blue menu on the left to select **Budget Summary**
5. Click **Save** in the top right corner
6. **Print** the Claim Summary (THS-04) from the menu
7. **Sign/date** the Claim Summary (THS-04) Form
8. **Attach** the Claim Summary (THS-04)
(select or drag file) to the **Attachments** tab in the menu
9. Click **Save** in the top right corner
10. Click **Submit Claim** from the **Status Options** tab on the menu
Note: When revising a claim, the button will say **Resubmit Claim**
11. Click **OK** in the pop-up window

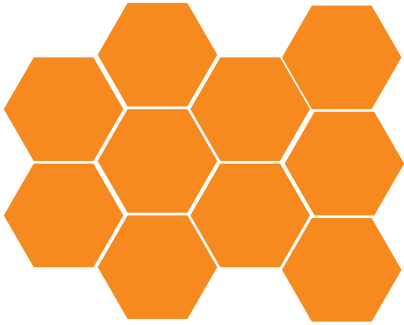
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Status Report

1. Log into www.thsogrants.org
2. Navigate to **My Tasks** on the dashboard
3. Click the **quarterly status report** link in the **Name** column
Example: SRQ1-HVE-2026-Agency **Name**-12345
Note: SRQ1 = Status Report Quarter 1
4. From the **Document Landing Page**, use the blue menu on the left to select **Data Collection Form**
 - **THSO Grant Funded**: citations/warnings issued during grant funded activity throughout the quarterly reporting period
 - **Department Funded**: citations/warnings issued during non-grant funded activity throughout the quarterly reporting period
Note: If applicable, you may select or drag files to attach them at the bottom of the page
5. Click **Save** in the top right corner
6. Click **Submit Final Status Report** from the **Status Options** tab on the blue menu
Note: When revising a final status report, the button will say **Resubmit Final Status Report**
7. Click **OK** in the pop-up window

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Modification Request

1. Login to www.thsogrants.org
2. Navigate to the **Searches** dropdown menu at the top left
 - **Click Applications Search**
 - Click **Clear** followed by Search
 - Scroll down to **select your current grant**
Example: HVE-2026-AgencyName-12345
3. From the **Document Landing Page** select **Modification Request Form** on the blue menu on the left
 - If a prior modification has been submitted, click the word **Add** on the pop-up menu
4. In the **Description of Requested Changes** field, provide details of the requested modification(s), estimated cost for each item, and cost changes between funding categories
5. Click **Save** in the top right corner
6. Next, place a **check mark** in the box that best describes your requested change(s)

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7. If funding is changing between categories, enter the totals into the column labeled **Changes** in the **Total Grant Budget Modification** section

- To remove funds from a category put the minus (-) sign before the total
- To add funds to a category simply add the total

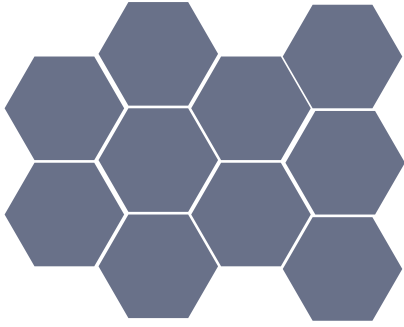
- Double check the **Grand Total** of the **Changes** column equals \$0.00

8. Click **Save** in the top right corner

9. Click **Submit Modification Request** from the **Status Options** tab on the blue menu

Important: Expenditures stated in a modification should not be made prior to receiving approval

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Travel Authorization Request

**Note: Expenses are merely an estimate.
Documentation must be submitted in your claim to the THSO for reimbursement.**

1. Login to www.thsogrants.org
2. In the top right corner of **My Tasks**, click **Initiate Related Document**
3. In the Available Documents drop down box click **Travel Authorization 2025**
Note: If you have multiple grants, ensure the correct grant is selected under **Parent Document**
4. Click **Create**
5. Click **Agree**
6. From the **Document Landing Page** select **Travel Authorization Form** on the blue menu on the left
7. Complete all required information
 - Conus rates are required for meals and the hotel.
Find these at <http://www.gsa.gov/portal/content/104877>
 - Conference hotel rate can be used if it is listed on the conference agenda

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8. Attach a copy of the conference program or meeting agenda (you may select or drag file to attach)
9. Click **Save** in the top right corner
10. Click **Submit Travel Authorization** from the **Status Options** on the blue menu

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