

REQUEST FOR REIMBURSEMENT (RFR) INSTRUCTIONS

If you have received an executed agreement from DRMT and you are ready to submit your invoice, please follow these steps on your completed projects:

1. Log into BlackCat and access the “**CONTRACTS**” tab.
2. Look for **INVOICES** (on the left Side); **Add New**; download and complete the applicable forms (Located in Global Resources **FORMS**).
3. Upload your completed request for reimbursement forms. **SAVE** your documents.
4. Name the invoice file. This is necessary in case you have other invoices on this project that will be submitted later. **SAVE** the documents.
5. **SUBMIT** your completed RFR forms.

Please inform your HQ liaison of your submission (Just in case HQ liaison did not received notification from BlackCat system). This completes the invoice submission process.