



ConnectMT Program

Reimbursement Request

Quick Reference Guide & Checklist

Subrecipients should submit the following with each Reimbursement Request:

General

- All supporting documentation must clearly evidence how the claimed costs are directly related to the Project.
- Proof of Payment (where noted below):
 - Check
 - Front and back of check OR Front of check and bank statement showing check clearing date
 - Check stub or equivalent detailing invoices paid with check
 - ACH
 - Bank Statement demonstrating ACH batch withdrawal
 - Accounting system report demonstrating vendors and invoice details that match ACH batch amount
 - Credit Card
 - Receipt from vendor
 - Corporate card statement OR Employee expense report evidencing reimbursement

Permits

- Receipt
- Evidence of permit approval

Materials Purchased

- Invoice or receipt that clearly identifies product, quantity and price
- Proof of delivery for material “deposits,” “advances,” or “pre-payments”
- Proof of Payment

Materials pulled from Inventory

- Material Pick List or work order identifying date, quantity and cost pulled from inventory
- Memo outlining basis of unit price, including sources and systems of information
- Inventory Sub-Ledger identifying quantity and costs for each purchase and usage from March 15, 2021, to month ending RFR.
- Invoice of material purchase immediately prior to inventory usage claimed

Contracts

- Copy of Contracts including, change orders
- Invoices with clear description of work performed and amount
- Timesheets, Usage logs and Receipts, if claimed costs include time and materials contract
- Proof of Payment

Inhouse Labor

- Pay policy
- Summary of labor claimed on Request for Reimbursement, which includes: Name, Job title and function, Type of employee (i.e., exempt, non-exempt etc.), Days and hours worked, Pay rate(s), and fringe benefit rate(s)
- Fringe benefit calculation (if claimed), including breakdown of components and basis for calculation
- Timesheets
- Daily logs, Activity reports demonstrating how time was tracked to Project, if not evidenced on Timesheet
- Sample of employee paystubs (contact DOA before submission)

Land Acquisition

- Purchase Agreement, including legal description of land
- Closing Statement
- Proof of Payment

**The ConnectMT Program reserves the right to request additional information.*