



ConnectMT Program

Reimbursement Request Quick Tips

Recommendations to Expedite Request Review

1. Use Descriptive Naming Structure.

Use consistent and descriptive (i.e., vendor invoice number-date) naming structures for your invoices, proof of payment, and other documents.

2. Start with Recent Status of Funds.

Use the updated Status of Funds (SOF) document received with your last approval as the starting point for your subsequent reimbursement request. Using this updated SOF will aid in the accuracy and timeliness of the review and processing of the reimbursement.

3. Follow Requirements for Reimbursement Category Requested.

Reimbursements for non-construction requests may be submitted after submission of W-9 and 204 EFT. Reimbursements for construction-related expenses may only be submitted after DEQ clearance. See ARPA Broadband Environmental Forms on [Submittable](#) for more details.

4. Check the Math.

Before submitting a reimbursement request, verify the status of funds adds up. If you need to round, round consistently. Rounding errors will be noted, and the Department will reject reimbursement requests that do not add up correctly.

5. Clearly Label Invoices.

Include consistent and concise labels for all invoices. This labeling will support prompt and efficient review for reimbursement request approvals.

6. Clearly Describe Supporting Documents.

If providing multiple supporting documents in one PDF, please give each item a descriptive label that aligns with the invoice number provided in the SOF and aligning the order of the items in the SOF Supporting Information tab with the order of the supporting documents as provided.

7. Clearly Explain Purchases.

Due to the structure of federal reviews/audits, professionals who are unfamiliar with typical requirements of broadband-specific builds may review financial documents. If a certain supply or form of labor could also be interpreted as an indirect and/or an administrative cost, a written explanation for the use and purpose of the materials, equipment and/or labor must be submitted with reimbursement requests.

8. Clearly demonstrate remittance payments.

A clear relationship between remittance and proof of payment is necessary for all projects but can become more complex when a subrecipient is managing or paying for multiple projects (either for the ConnectMT Program or otherwise) that may be captured in the same proof of payment.

Remittance must demonstrate the relevant project invoices have been paid. Be sure to show how the remittance and proof of payment relate using project-consistent invoice notes that clearly label which cost corresponds to the project funding request.

9. Submit reimbursement requests in a timely manner.

To support more prompt and timely review of Reimbursement Requests please consider submitting at least one Request at least every 60 days. This cadence will support a more prompt and timely review process.