



# ConnectMT Program

## Reimbursement Request Quick Tips

### Recommendations to Expedite Request Review

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#### 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. Follow Requirements for Reimbursement Category Requested.

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

#### 3. Check the Math.

Before submitting a Reimbursement Request, verify the project costs add up. If you need to round, round consistently. Rounding errors will be noted, and the Department will reject Reimbursement Requests with project costs that do not add up correctly.

#### 4. Clearly Label Invoices.

Include consistent and concise labels for all invoices, which will support prompt and efficient review for Reimbursement Requests.

#### 5. 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. The order of items should correspond with the order of supporting documents.

#### 6. Clearly Explain Purchases.

When materials, supplies or labor are categorized as indirect and/or administrative costs, a written explanation for the use and purpose must be submitted with reimbursement requests.

#### 7. Clearly demonstrate remittance payments.

A clear relationship between remittance and proof of payment is necessary for all project costs. This 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 documentation 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 corresponding costs to the project funding request.

#### 8. Submit reimbursement requests in a timely manner.

To support a prompt and timely review process of Reimbursement Requests, please submit a Request at least once every 60 days.

