

Request for Reimbursement Form Instructions

Note: Projects involving land with donated value should use the Request for Reimbursement with Donated Land Value.

Project Information

The following information should be copied from the PARTF grant contract:

- Grantee's name
- PARTF project number
- Project title
- Contract Start Date and End Date

Provide the following information for the current reimbursement request:

- Reporting Period Start Date and End Date – These dates must be within the start date and end date of the project period.
- Request Number: The Grantee numbers the requests consecutively (1, 2, 3, etc.).
- Type of Request: All requests for reimbursement payment are partial requests until the final request. The final request for reimbursement is submitted by the Grantee after the project has been completed.

Summary of Expenditures

- A. Total expenditures for this request for reimbursement (based on the invoices submitted with this request). This total must match the total expenditures from the Detailed Expenditure Report.
- B. Total expenditures to date for the PARTF grant.

Amount of this Request for Reimbursement

- C. Fifty percent of total current expenditures in most cases. The PARTF program will retain at least 10 percent of the grant amount for the final reimbursement payment.

Certification and Signature

An authorized local government representative (chief elected official, county or city manager or finance director) must sign and date the Request for Reimbursement.

Note: The PARTF program approves the amount of the reimbursement payment and may not approve the amount requested by the Grantee. For example, reimbursements for each project element are capped at 50% of the amount listed on the Project Cost until the entire project is complete.