

## Request for Reimbursement General Instructions

- 1) Before beginning, please review the [PARTF Accounting Workshop](#) video about completing reimbursement requests.
- 2) PARTF grant payments are made to a Grantee on a reimbursement basis for up to 50 percent of the total cost of the project.
- 3) All expenditures submitted for reimbursement must be related to elements listed in the project scope of the PARTF grant contract.
- 4) To be eligible for reimbursement, expenditures must occur after the Department of Natural and Cultural Resources and the Grantee have signed the PARTF grant contract and before the end date of contract. (see page 4 for exceptions)
- 5) **For projects without land acquisition** (development only), a Grantee submits:
  - a) Request for Reimbursement
  - b) Detailed Expenditure Report
- 6) **For projects with land acquisition:** the Grantee completes
  - a) Request for Reimbursement
  - b) Detailed Expenditure Report
  - c) Land Acquisition Report and the related forms (Appendix C)
- 7) **For projects with land donation, including bargain sale:** the Grantee completes
  - a) Request for Reimbursement with Land Donation (Appendix C)
  - b) Detailed Expenditure Report
  - c) Land Acquisition Report and the related forms (Appendix C)
- 8) A Grantee may submit a request for reimbursement once per quarter.
- 9) Each request for reimbursement must be at least five percent of the total grant amount or \$2500, which ever is greater.
- 10) The Grantee must complete the scope of work for the project before submitting the final request for reimbursement. The PARTF program will retain at least ten percent of the grant amount for the final reimbursement payment.
- 11) Provide all required signatures and all invoices to document expenditures. Requests for payment will not be processed if these are missing.
- 12) Submit one copy of all documents to the Grantee's regional consultant. The Grantee should also keep a copy of all records.
- 13) The PARTF program will review the information submitted and approve the amount of the reimbursement payment.