

Example Reimbursement Request

Commonwealth of Virginia Department of Conservation and Recreation Recreational Trails Program Reimbursement Certification Form

RTP Project Agreement Number: _____
 RTP Funding Source: _____
 Project Name: _____
 RTP Award Amount: _____

Reimbursement Request Number: _____
 Reporting Period: _____
 Total Reimbursement Amount to Date: _____

RTP Recipient: _____
 Federal ID Number: _____
 Contact Person: _____
 Contact Person Email: _____
 Remittance Payable to: _____
 Remittance Mailing Address: _____

funding source is for DCR use, okay to leave blank if unknown

period is first date work performed - last check date

amount to date not including this request

Federal ID or EIN

Reimbursement Request Summary

Current Expenditures, Donations, and Volunteer Labor Items <i>(must be approved RTP budget items)</i>	Amount	Notes
Item 1:		
Item 2:		
Item 3:		
Item 4:		
Item 5:		
Item 6:		
Item 7:		
Total Cash Value:		
Total Donated Value:		
Total Volunteer Value:		
Total Current Expenditures:		
Recipient Share <i>(20% of total plus donations and volunteer labor in excess of 20%)</i> :		
Federal Share <i>(NTE 80% of total)</i> :		
Reimbursement Amount Requested:		

I certify, to the best of knowledge and belief, the billed costs for this reimbursement request are in accordance with the terms of the RTP project agreement and that the reimbursement represents the reimbursement share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of the grant. In addition, I certify compliance with applicable federal and state regulations including, but not limited to, 2, 23, and 49 CFR, Federal, State and Local Laws and Regulations, the RTP DBE policy, Virginia SWaM requirements, the construction provisions for federal-aid projects as outlined in FHWA1273, the Buy America Act, EO 13788 and the FAST Act.

Signature: _____
 Printed/Typed Name: _____
 Date: _____

If using Adobe Sign or Digital Signature ID, it is recommended to first save an unsigned version of the form to allow for future revisions, if needed.

Example

KS Engineering *Ensure the vendor name is on the invoice*

INVOICE

123 Main Street
Creekside, VA 12345
Phone: 804-555-2345

INVOICE # 100
DATE: JANUARY 1, 2021
PERIOD: 12/1/21-12/31/21

TO:
Attn: Parker Redfox
Town of Trailville
600 E Main Street
Trailville, VA 23219

RE: CREEKSIDE TRAIL *Please request all vendors and contractors include the RTP project name in their billing statements*

QUANTITY	DESCRIPTION	UNIT PRICE	PREVIOUSLY BILLED	THIS PERIOD	TOTAL
1	Creekside Trail Construction Plan Documents	4,000.00	0.00	2,000.00	2,000.00
1	Erosion and Sediment Control Plan Documents – Creekside Trail	1,000.00	0.00	1,000.00	1,000.00
1	Grading Plan Documents – Creekside Trail	2,000.00	0.00	1,000.00	1,000.00
				SUBTOTAL	4,000.00
				SALES TAX	
				SHIPPING & HANDLING	
				TOTAL DUE	4,000.00

Payment due one month from date of invoice. Make all checks payable to KS Engineering

THANK YOU FOR YOUR BUSINESS!

It is acceptable, and sometimes helpful, for notes and internal tracking information to be included on documents

*\$4,000
Paid via Check #2036
1/5/22*

Example


Proof of Payment – KS Engineering Invoice

Your name
Address
City, Zip

Date 1/5/22 **0123**

Pay to the Order KS Engineering \$ 4,000.00

Four thousand and 00/100 Dollars

 Your bank info

for Invoice 100 - Creekside Trail Parker Redfox

⋮ Routing # ⋮ ⋮ Account# ⋮ **0123**

X Mobile Deposit

KS Engineering (signature)

Front and back of check are needed to show that the payment was cashed/deposited

Example

RECREATIONAL TRAILS PROGRAM DATA SHEET SUMMARIZING VOLUNTEER LABOR

This form is filled and signed out by the subgrantee and is a summarization of the signed volunteer timesheets, a template is provided

PROJECT NAME: Creekside Trail

PROJECT NO. 341A210

REIMBURSEMENT NO. 2

Period Covered	Volunteer Name	Description of Work	Hourly Rate	Number of Hours	Amount	Notes
12/1/21 – 12/31/21	Joe Smith	Drafting newspaper add language, review/ approval of construction document	\$29.14	3	\$87.42	
				Total	\$87.42	

Signed Volunteer Timesheets must be included with reimbursement request. A copy of the independentsector.org webpage showing the volunteer rate for the period covered must accompany the reimbursement request.

CERTIFICATION: I certify, to the best of my knowledge and belief, the billed costs for this reimbursement request are in accordance with the terms of the RTP project agreement and that the reimbursement represents the reimbursement share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of the grant. In addition, I certify compliance with applicable federal and state regulations including, but not limited to, 2, 23 and 49 CFR, Federal, State and Local Laws and Regulations, the RTP DBE policy, Virginia Swam requirements, the construction provisions for federal-aid projects as outlined in FHWA1273, the Buy America Act, Executive Order 13788, and the FAST Act.

Name: Parker Redfox

Signature: *Parker Redfox* Title: Grants Program Planner Date: 1/18/22

Example

independentsector.org value of volunteer time

Volunteers in the United States hold up the foundation of civil society. They help their neighbors, serve their communities, and provide their expertise. No matter what kind of volunteer work they do, they are contributing in invaluable ways.

Dig into the historical national data and the value of volunteers' contribution in time, talent, and effort in our communities in all 50 states, the District of Columbia, and Puerto Rico. (Puerto Rico's Value of Volunteer Time can be found here <<https://independentsector.org/wp-content/uploads/2018/04/value-of-volunteer-time-state-historical-2001-2019.pdf>>.)

State Values of Volunteer Time

Map View

