RTP Reimbursement Checklist

Grant Sponsor:	
Agreement # & Date:	
Date Reviewed:	

Reimbursement requested is consistent with Part B, RTP Application or
Amendment to Part B.
Cover Sheet – Agreement number and grant year are included, the entire form
is complete and consistent with detail spreadsheet, and numbers add correctly.
Expenditure Detail Spreadsheet is organized by category of expenditure and by
date within each category.
All expenses by category add up and balance, and the total reimbursement
requested is accurate.
All invoices are 1) signed and clearly state what the charges are for, 2) are in
same order as spreadsheet, 3) proof of payment (copies of check) is on same
page or adjacent page and 4) invoices include the payment check number.
If payroll logs include payments for projects other than the RTP grant,
payments specifically for the RTP project are circled in red or noted on logs.
If reimbursement request includes grooming snowmobile trails, groomer log
sheets are included; for grooming cross-country ski trails, dates, # of hours,
names of trails groomed are included.
For gasoline/propane for grooming trails or shed & hut heat, statement of the
purpose of that gasoline is included.
A depreciation schedule is included for vehicle repairs and maintenance.
If grant includes the purchase of services or equipment, state purchasing
procedures documentation is included (solicitation & contract).
If grant is for equipment purchase, an analysis of lease vs. purchase alternatives
is included.
If grant is for equipment purchase, a maintenance plan/procedures is included.
The 20% match is documented. For federal sponsors, no less than 5% is from
non-federal sources.
Bids are required for ANY purchase from a single vendor over \$5,000.
If you have a contract in place, FWP needs to see that contract in your Request.
For non-reimbursed labor, table includes 1) dates worked, 2) names, addresses
or telephone numbers of volunteers, 3) work accomplished by date and 4) value
of labor by date.
If this request does not close out the grant, a statement of what was
accomplished with these funds requested is included.
If this request closes out this grant, a final performance report is included.