



**Recreational Trails Program  
Documenting Individual Travel and Use of Personal Property**

Effective Feb 1, 2020, the **RTP Travel & Personal Property Reimbursement Form** must be used for RTP grantees to claim travel-related costs and/or the use of personal property for reimbursement or match. This form requires specific information, including a signature and date from the individual whose travel or property is being claimed for reimbursement or match. Additionally, a designee from your organization must certify the hours with his/her signature.

The form is an Excel document that is separated into tabs. Anyone using this form must fill out all fields on the Cover Sheet Tab (first tab). Additional instructions are included there.

It is highly recommended those using this form fill it out in Excel—it will perform calculations automatically. The Cover Sheet Tab may be printed to obtain signatures, if desired. Like the volunteer log, all signatures should be obtained after the work is performed and the form is filled out to verify and certify what was completed. Signatures should not be obtained in anticipation of the work being done. Typed signatures will not be accepted.

This form is effective immediately. It must be used even if the travel or use of personal property occurred previous to now.