



GRANT REIMBURSEMENT GUIDE

Thank you for visiting Montana WILD. To reimburse your expenses Montana Fish, Wildlife & Parks (FWP), will need the following materials *within two weeks of your visit*. It may be easiest to connect FWP with someone in your accounting office.

W-9

- A W-9 form filled out by your school administration, accounting department or secretary.

AN INVOICE FROM THE SCHOOL

- As a reminder, FWP cannot reimburse 3rd party vendors such as bus companies and hotels.
- The total on the invoice should be no more than the amount FWP was able to award you. For example, if you were awarded \$800 but your total costs were \$1,200, please only invoice FWP for the amount that you were awarded.
- Provide proof of payment for all items listed on your invoice (see below).

PROOF OF PAYMENT

- Include a receipt for all line items on your invoice. As a reminder FWP can only reimburse for transportation and lodging costs (no food, substitute teachers, etc.).
- Seeing that this is a reimbursement grant, *your receipts need to show that the bills were paid*. This means a receipt with a zero-remaining balance or some indication that the bill has been paid.
- Proof of payment could include an invoice from a 3rd party vendor showing a zero-remaining balance or accompanied by a cleared copy of a check written to the vendor by the grantee, credit card statements showing the payment including an ending balance on the statement, a signed credit card purchase order form, etc.

Contact Montana Wild with any questions:

Montana WILD Visitor and Events Coordinator
MontanaWILD@mt.gov
406-444-9941

