How to Complete a Request for Reimbursement

FY2020-2021 Solid Waste Grants
North Central Texas Council of Governments
Overview

- Grant funding will be made on a reimbursement basis for eligible expenses incurred and paid by the grant recipient.
- Grant recipients must submit a Request for Reimbursement at least quarterly, but not more frequently than once a month, for reimbursement of actual allowable costs.
- Grant recipients must submit Requests for Reimbursement via email with all appropriate documentation.
- If no funds were spent within a quarterly period, grant recipients are required to submit an explanation for why no funds were spent and when they are expected to be spent.
- Grant recipients are strongly encouraged to spend ALL available grant funding so that no funds are “returned” to NCTCOG.
- This presentation will provide instructions for completing a request for reimbursement. Should any additional questions arise, please contact your grant manager.
A Request for Reimbursement contains the following tabs:
1. Summary Page
2. Expense Itemization Detail
3. Matching Funds Summary Page
4. Matching Itemization Detail

If your ILA does not include Matching Funds, you do not need to fill out the Matching Funds tabs.

Grant managers will provide each grant recipient the template Request for Reimbursement.
The approved budget and associated categories can be found in Attachment B of your Interlocal Agreement (ILA).

Approved expenditures must be in the correct budget category on the request for reimbursement in order to qualify for reimbursement.

[Table and diagram of budget categories and expenditures]
The Total Reimbursed to Date column will need to be filled out based on previous approved requests for reimbursements.

This column helps NCTCOG keep track of your grant progress.

The “Expenditures This Report” and “Remaining Budget” columns will auto-populate as you fill out the Request for Reimbursement. Please do not edit or override the formulas in these cells.
Summary Page

- The Signature/Title Certification must be completed in order to qualify for reimbursement.
- The Signature of the Authorized Certifying Official must be hand signed or must be an official e-signature that includes the time and date (see example below).

![Digital Signature Example]

---

**Regional Solid Waste Grants Program**
**Summary of Grant Expenditures Form**
**North Central Texas Council of Governments**

**[Entity] [Grant Number]**
**Reimbursement Request Number [XX]**

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Total Approved Budget</th>
<th>Total Reimbursed To Date</th>
<th>Expenditures This Report</th>
<th>Remaining Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Contractual</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Construction</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Itemize expenditures on the “expense itemization detail” tab for each budget category expenditure.**

Backup documentation (purchase orders, invoices, receipts, bank statements, etc.) are required to be included with the reimbursement request and must be retained by the grant recipient.

---

**Signature/Title Certification**

I certify to the best of my knowledge and belief that this report is correct and complete, and that all audits and unobligated balances are for the purpose for which they were received.

Typed or Printed Name and Title of Certifying Official:

Signature of Authorized Certifying Official:

Telephone (area code, number, and extension):

Date Report Submitted:
Expense Itemization Detail

- The Expense Itemization Detail Page will include an itemized list of each expense that was purchased and paid for during the reporting period.
- As stated previously, each item must be in the correct budget category in order to qualify for reimbursement. The proper category can be found in Attachment B of the ILA.
- The subtotals for each category will auto-populate as you complete the reimbursement. Please do not edit any formulas on this sheet.
Expense Itemization Detail

- When completing the Expense Itemization Detail Page, it is important to include an accurate description of each item, the quantity, and unit cost.

- If there were shipping costs associated with the purchase of the items, the shipping costs must be on their own line item to match with the backup documentation.

- The total expenditure column in the “Equipment” and “Other” categories will auto-populate based on the quantity and unit cost of the line item. Please do not override the formula in those cells.
Required Backup Documentation

- Each Request for Reimbursement requires the appropriate backup documentation in order to be approved.

- Required backup documentation includes:
  - Purchase Orders (or an explanation as to why no purchase order was obtained)
  - Invoices (receipts are acceptable in some cases)
  - Proof of Payment
    - Copies of canceled checks OR
    - Credit card statement AND bank statement showing that the credit card statement was paid
Matching Funds

- If your project includes Matching Funds in the Interlocal Agreement under Attachment B, it is important that you track and retain accepted backup documentation related to these funds in the event that NCTCOG has additional funding to allocate.

- There is no guarantee that matching funds will be reimbursed.

- The Matching Summary Page and Matching Itemization Detail Page operate exactly like the Summary Page and Expense Itemization Detail Page.

- If your ILA does not include Matching Funds, you do not need to fill out the Matching Funds tabs.

LIST MATCHING DETAILS
NOTE: Appropriate documentation must be included in order to receive credit for any eligible matching items (i.e., proof of payment, proof of value, etc).
Contact

**Cassidy Campbell**  
Senior Environment & Development Planner  
[ccampbell@nctcog.org](mailto:ccampbell@nctcog.org)  
817.608.2368

**Hannah Allen**  
Environment & Development Planner II  
[hallen@nctcog.org](mailto:hallen@nctcog.org)  
817.695.9215

**Elena Berg**  
Environment & Development Planner  
[eberg@nctcog.org](mailto:eberg@nctcog.org)  
817.608.2363

**Crysta Guzman**  
Environment & Development Planner  
[cguzman@nctcog.org](mailto:cguzman@nctcog.org)  
817.695.9107

Connect

Facebook.com/nctcogenv

@nctcogenv

nctcogenv

youtube.com/user/nctcoged

EandD@nctcog.org

nctcog.org/envir