# How to Complete a Request for Reimbursement

FY2024-2025 Tire Collection Events

North Central Texas Council of Governments



North Central Texas Council of Governments Environment & Development

#### Overview

- Event funding will be made on a reimbursement basis for eligible expenses incurred and paid by the intended recipient.
- Funding recipients must submit Requests for Reimbursement via email with all appropriate documentation.
- If no funds were spent within a monthly period, funding recipients are required to submit an explanation for why no funds were spent and when they are expected to be spent.
- Funding recipients are strongly encouraged to spend <u>ALL</u> their available award 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 Alexa Gilbert at <u>agilbert@nctcog.org</u> or (817) 608-2334.



#### Request for Reimbursement

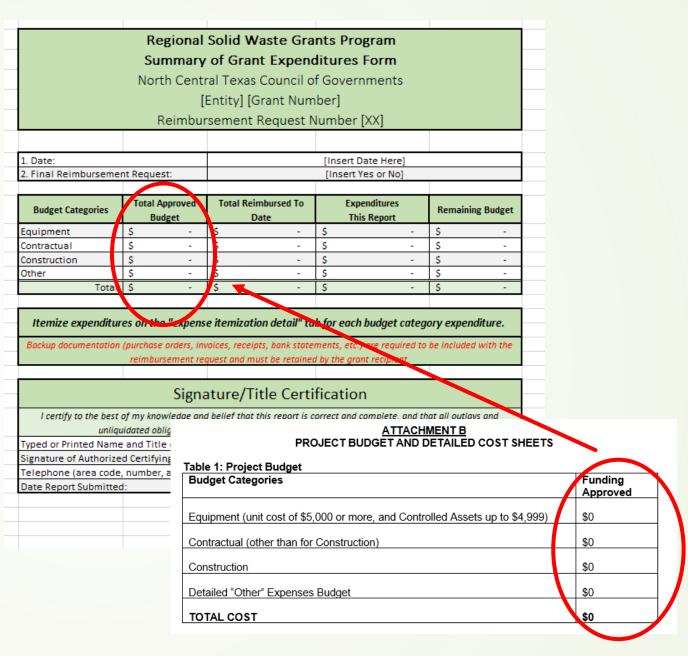
- A Request for Reimbursement contains the following tabs
  - 1. Summary Page
  - 2. Expense Itemization Detail
  - 3. Matching Funds Summary Page
  - 4. Matching Itemization Detail
- If your ILA does not include Matching Funds, you do not need to fill out the Matching Funds tabs.
- Funding managers will provide each recipient with a template Request for Reimbursement.

	Regional	Solid Waste Gra	ints Program	
	Summary	of Grant Expen	ditures Form	
	North Cent	ral Texas Council o	of Governments	
		[Entity] [Grant Num	herl	
	кеітри	rsement Request I	Number [XX]	
1. Date:			[Insert Date Here]	
2. Final Reimburseme	nt Request:		[Insert Yes or No]	
Budget Categories	Total Approved Budget	Total Reimbursed To Date	Expenditures This Report	Remaining Budget
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	s -	s -
Other	\$ -	\$ -	\$ -	\$-
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# Summary Page

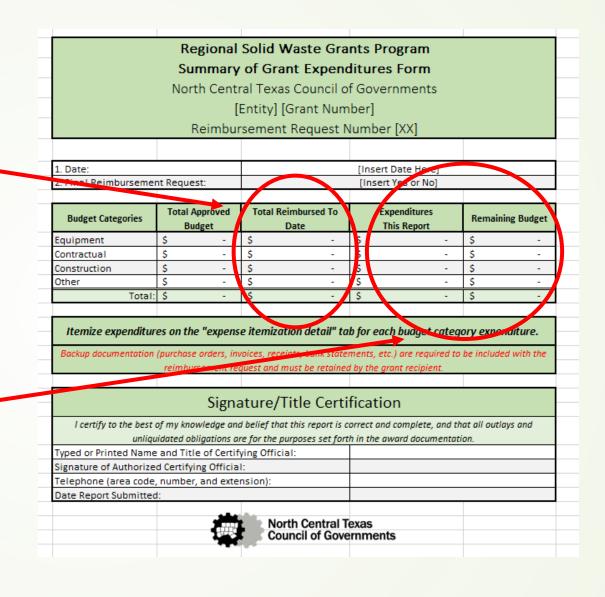
- The approved budget and associated categories can be found in Attachment B of your Interlocal Agreement (ILA).
- Approved expenditures must be in the correct budget category on the request for reimbursement in order to qualify for reimbursement.





# Summary Page

- 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 funding progress.
- The "Expenditures This Report" and "Remaining Budget" columns will auto-populate as you fill out the Request for Reimbursement. <u>Please do not</u> 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).



	Regional	Solid Waste Gra	ints Program	
	Summary	of Grant Expen	ditures Form	
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	-	Entity] [Grant Num		
	Reimbur	sement Request N	Number [XX]	
1. Date:			[Insert Date Here]	
2. Final Reimbursemer	nt Request:		[Insert Yes or No]	
Budget Categories	Total Approved Budget	Total Reimbursed To Date	Expenditures This Report	Remaining Budget
Equipment	\$ -	\$ -	\$ -	\$ -
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Construction	s -	\$ -	\$ -	s -
Other Tatali	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -
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#### **Expense Itemization Detail**

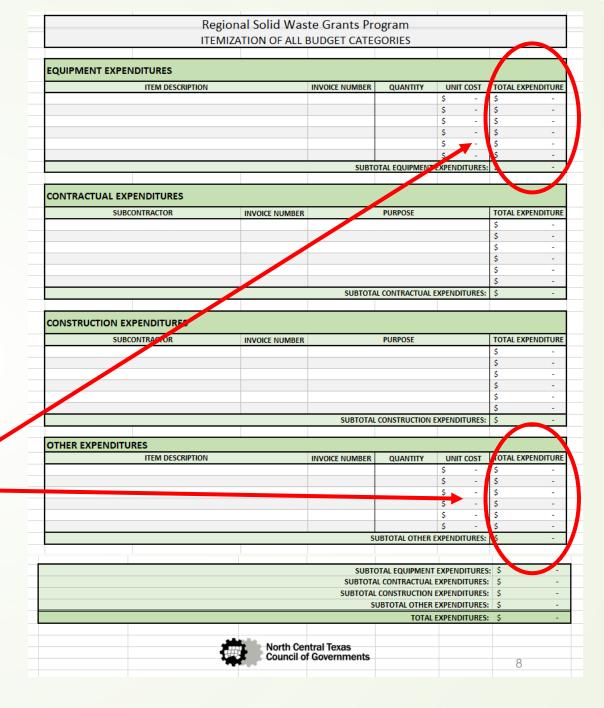
- The Expense Itemization Detail Page will include an itemized list of each expense that was purchased and paid for during the reporting period.
- As stated previously, each item must be in the correct budget category in order to qualify for reimbursement. The proper category can be found in Attachment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

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#### **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.



North Central Texas Council of Governments Environment & Development

#### Required Backup Documentation

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

#### Required backup documentation includes:

- Purchase Orders (or a written 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 <u>AND</u> 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).

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North Centr	Matching Sum	l of Government	S	
Budget Categories	Previous Expenditures	Expenditures This Report		Total In-Kind Expenditures
Equipment	\$-	\$	- \$	-
Contractual	\$-	\$	- \$	-
Construction	\$ -	7	- \$	-
Other	\$ -	\$	- \$	-
Total:	\$-	\$	- \$	-
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Council of Governments



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### Contact | Connect

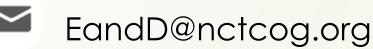
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