

**Commonwealth of Virginia**  
**Department of Conservation and Recreation**  
**Recreational Trails Program Reimbursement Request Guide**

## **Reimbursement Procedures**

The Recreational Trails Program (RTP) is a reimbursement program; therefore, the RTP subgrantee must pay 100% of the cost of any eligible item before submitting a request for reimbursement of 80% of the eligible cost. Reimbursement requests can be submitted as soon as documentation of the payment (cleared check, ACH statement, bank statement) is available.

A reimbursement request should be submitted at least once every three months to maintain the project in active status. Please discuss any project or billing delays that would result in a longer request period with DCR Recreation Grants staff.

Submit all reimbursement requests via email to [recreationgrants@dcr.virginia.gov](mailto:recreationgrants@dcr.virginia.gov) with subject line **RTP - Project Number - Reimbursement Request #**. *For example, RTP - 341A210 - Reimbursement Request 2.*

## **Templates and Resources**

- **Reimbursement Certification Form** (fillable PDF and Excel versions)
- **Data Sheet Summarizing Invoices** (Word)
- **Data Sheet Summarizing Volunteer Labor** (Word)
- **Data Sheet Summarizing Employee Labor** (Word)
- **Volunteer Timesheet** (Word)
- **VA W-9 Form** (fillable PDF)
- **Buy America Compliance Form** (Word)
- **Daily Equipment Record Template** (Word)
- **Example Reimbursement Request** (PDF)

### **Required Documents for All Requests**

- Signed **Reimbursement Certification Form**
- Documentation of each expense (invoice, billing statement, signed timesheets, signed daily volunteer work log, documentation of value determination for volunteer labor, donated materials, etc.)
  - Please use **Data Sheet Summarizing Invoices** for requests with multiple invoices
- Proof of payment for each expense (cleared check – front and back, ACH statement, bank statement, or payroll ledger);
- **VA W-9**, with first reimbursement request, or if updated

### **Force Account or In-House Labor – Required documents**

*Administrative expenses must have been approved by FHWA at the time of project authorization to be eligible for reimbursement or match.*

- Daily timesheet or work log outlining RTP project work completed each day and number of hours, signed by the employee and supervisor
- **Data Sheet Summarizing Employee Labor**
- Documentation of labor rate (pay stub)
- Proof of payment, as discussed for all requests

## **Volunteer Time – Required documents**

- Daily **Volunteer Timesheet** or Work log including the date, volunteer name, RTP work completed, and number of hours worked. Each entry must be signed by the volunteer.
- **Data Sheet Summarizing Volunteer Labor**, completed and signed by the subgrantee.
- Value determination (independentsector.org rate for Virginia for general volunteer hours, or other documentation for in-kind professional services).

## **Other – Required as applicable, and with prior authorization:**

- Certificate/Affidavit of Publication or scan of published advertisement, in addition to proof of payment, for newspaper advertisements such as Notices of Public Comment Period and Invitation for Bids.
- **Buy America Compliance Form** if iron and steel components are included in the request.
- Signed mileage log listing date, driver, starting address, ending address, and miles traveled for mileage submitted for reimbursement or as match. The annual federal mileage rate should be used unless entity has own documented rate.
- **Daily Equipment Record** logs for equipment run time submitted as part of subgrantee matching share. Must also submit proof of equipment rate or documentation of FEMA rate for fiscal year.
- Copy of rental agreement for equipment rental costs submitted for reimbursement, in addition to proof of payment.
- Donated or in-kind materials require value determination.
- If other grant awards are used as match, copy of grant agreement is required.

**\*\*Additional documentation may be required as requested by DCR or FHWA.\*\***

## **Reimbursement Processing Sequence**

This following process usually takes between 4-8 weeks.

1. Subgrantee submits reimbursement request and supporting documentation to DCR Recreation Grants staff.
2. DCR Recreation Grants staff review reimbursement request submission to ensure all supporting documentation is provided and all expenses are eligible for reimbursement. Additional documentation or clarifying information may be requested from the subgrantee at this time. Recreation Grants staff then prepare the necessary forms to submit to the Federal Highway Administration.
3. The Federal Highway Administration reviews the request and supporting documentation. If approved, FHWA then releases the funds to DCR.
4. Once received, DCR disburses the funds to the subgrantee.