

Example Reimbursement Request

Commonwealth of Virginia Department of Conservation and Recreation Recreational Trails Program Reimbursement Certification Form

RTP Project Agreement Number: _____
RTP Funding Source: _____
Project Name: _____
RTP Award Amount: _____
Reimbursement Request Number: _____
Reporting Period: _____
Total Reimbursement Amount to Date: _____
RTP Recipient: _____
Federal ID Number: _____
Contact Person: _____
Contact Person Email: _____
Remittance Payable to: _____
Remittance Mailing Address: _____

source is for DCR use,
okay to leave blank

period is first date
work performed - last
check date

amount not including
this request

Reimbursement Request Summary

Current Expenditures, Donations, and Volunteer Labor Items (must be approved RTP budget items)	Amount	Notes
Item 1:		
Item 2:		
Item 3:		
Item 4:		
Item 5:		
Item 6:		
Item 7:		
Total Cash Value:		
Total Donated Value:		
Total Volunteer Value:		
Total Current Expenditures:		
Recipient Share (20% of total plus donations and volunteer labor in excess of 20%):		
Federal Share (NTE 80% of total):		
Reimbursement Amount Requested:		

I certify, to the best of knowledge and belief, the billed costs for this reimbursement request are in accordance with the terms of the RTP project agreement and that the reimbursement represents the reimbursement share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of the grant. In addition, I certify compliance with applicable federal and state regulations including, but not limited to, 2, 23, and 49 CFR, Federal, State and Local Laws and Regulations, the RTP DBE policy, Virginia SWaM requirements, the construction provisions for federal-aid projects as outlined in FHWA1273, the Buy America Act, EO 13788 and the FAST Act.

Signature: _____
Printed/Typed Name: _____
Date: _____

If using Adobe Sign or
Digital Signature ID, it is
recommended to first save
an unsigned version of the
form to allow for future
revisions, if needed.

Example

KS Engineering *Ensure the vendor name is on the invoice*

INVOICE

123 Main Street
Creekside, VA 12345
Phone: 804-555-2345

INVOICE # 100
DATE: JANUARY 1, 2021
PERIOD: 12/1/21-12/31/21

TO:
Attn: Kristal McKelvey
Department of Conservation and Recreation
600 E Main Street, 17th Floor
Richmond, VA 23219

RE: CREEKSIDE TRAIL *Please request all vendors and contractors include the RTP project name in their billing statements*

QUANTITY	DESCRIPTION	UNIT PRICE	PREVIOUSLY BILLED	THIS PERIOD	TOTAL
1	Creekside Trail Construction Plan Documents	4,000.00	0.00	2,000.00	2,000.00
1	Erosion and Sediment Control Plan Documents – Creekside Trail	1,000.00	0.00	1,000.00	1,000.00
1	Grading Plan Documents – Creekside Trail	2,000.00	0.00	1,000.00	1,000.00
SUBTOTAL					4,000.00
SALES TAX					
SHIPPING & HANDLING					
TOTAL DUE					4,000.00

Payment due one month from date of invoice. Make all checks payable to KS Engineering

THANK YOU FOR YOUR BUSINESS!

It is acceptable, and sometimes helpful, for notes and internal tracking information to be included on documents

*\$4,000
Paid via Check #2036
1/5/22*

Example

Proof of Payment – KS Engineering Invoice

Your name
Address
City, Zip

Date 1/5/22

0123

Pay to the Order KS Engineering

\$ 4,000.00

Four thousand and 00/100

Dollars

(()) Your bank info

for Invoice 100 - Creekside Trail

Kellie Seaton

: Routing # : " Account# "

0123

KS Engineering (signature)

X Mobile Deposit

Front and back of check are needed to show that the payment was cashed/deposited

This form is filled and signed out by the subgrantee and is a summarization of the signed volunteer timesheets, a template is provided

REIMBURSEMENT NO. 2

Period Covered	Volunteer Name	Description of Work, RTP budget item	Hourly Rate	Number of Hours	Amount	Notes
12/1/21 – 12/15/21	Joe Smith	Drafting newspaper add language	\$29.14	1	\$29.14	
12/16/21 - 12/31/21	Joe Smith	Review/ approval of construction documents	\$29.14	2	\$58.28	
				Total	\$87.42	

Signed Volunteer Timesheets must be included with reimbursement request. A copy of the independentsector.org webpage showing the volunteer rate for the period covered must accompany the reimbursement request.

CERTIFICATION: I certify, to the best of my knowledge and belief, the billed costs for this reimbursement request are in accordance with the terms of the RTP project agreement and that the reimbursement represents the reimbursement share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of the grant. In addition, I certify compliance with applicable federal and state regulations including, but not limited to, 2, 23 and 49 CFR, Federal, State and Local Laws and Regulations, the RTP DBE policy, Virginia Swam requirements, the construction provisions for federal-aid projects as outlined in FHWA1273, the Buy America Act, Executive Order 13788, and the FAST Act.

Signature: Kelly St Title: Grants Program Planner Date: 1/18/22

Example

RECREATIONAL TRAILS PROGRAM VOLUNTEER TIMESHEET

This form is signed by volunteers each day they perform work on the RTP project, a template is provided

PROJECT NAME: Creekside Trail

PROJECT NO. 341A210

Date	Volunteer Name	Description of Work, RTP budget item	Time In	Time Out	Number of Hours	Volunteer Signature
12/5/21	Joe Smith	Wrote newspaper ad notice for public comment period	10:00	11:00	1	J. Smith
12/18/21	Joe Smith	Reviewed construction documents	3:00	3:45	.75	J. Smith
12/19/21	Joe Smith	Finished review of construction documents, send feedback to engineer on changes to bench layout at trailhead	9:00	10:15	1.25	J. Smith
				Total	3	

Example

independentsector.org value of volunteer time

Volunteers in the United States hold up the foundation of civil society. They help their neighbors, serve their communities, and provide their expertise. No matter what kind of volunteer work they do, they are contributing in invaluable ways.

Dig into the historical national data and the value of volunteers' contribution in time, talent, and effort in our communities in all 50 states, the District of Columbia, and Puerto Rico. (Puerto Rico's Value of Volunteer Time can be found here <<https://independentsector.org/wp-content/uploads/2018/04/value-of-volunteer-time-state-historical-2001-2019.pdf>>.)

State Values of Volunteer Time

[Map View](#)
