

APPENDIX M

RECREATIONAL TRAILS PROGRAM PERFORMANCE AND BILLING INVOICE FORM INSTRUCTIONS

One copy of the Recreational Trails Program Billing Form must be completed in order to request reimbursement. Instructions for the completion of the form are as follows:

- 1-4. Self-explanatory.
5. Circle "partial" unless this is the final close-out billing.
6. Note if this is the first, second, third, etc. invoice submittal for reimbursement.
7. Indicate the period that is covered by the work incurred for this billing. *For example: From May 16, 1998 to August 4, 1998.*
8. If more than one billing form is used, mark each consecutively and note the total number of pages. *For example: Page 3 of 5.*
9. Indicate the name of the vendor, individual, or contractor to whom payment was made. In the case of donations, identify the donor.
10. Provide the number from the check that was used to pay the vendor in column #9. In the case of donations, indicate by the word "donation".
11. Fill in the total dollar amount as written on the check for which reimbursement is being claimed or the full value of the donation.
12. Indicate the amount of the figure in column #11 that is eligible for reimbursement. This amount is usually the same as that in column #11 except when several items, eligible and ineligible, have been included on the same check.
13. Describe exactly what was purchased for each reimbursable item. Identify the facility so that the grants coordinator can determine the eligibility of the item. *For example: Seven poles for lighting the trail.*
14. Add all of the figures in column 12 and indicate the sum here.
15. Multiply the figure in item #14 by .8 and indicate the amount here. This will be the amount of the reimbursement check for this billing.
16. The agency president or person responsible for project administration must certify to the accuracy of the reimbursement request.
17. Fill in the current date.

****IMPORTANT = Invoices, purchase orders, contractor's payment requests and copies of canceled checks (front and back) must accompany the Performance and Billing Form.**