

June, 2012



**Clean Transportation Triangle Program:
Reimbursement Forms**

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**Texas Commission on Environmental Quality (TCEQ)
Clean Transportation Triangle Program (CTT)**

GENERAL INSTRUCTIONS FOR REQUESTING REIMBURSEMENT ON YOUR GRANT

Use the attached forms to request reimbursement for eligible expenses. You must submit documentation of the expenses and proof of payment with your request. The documentation requirements are located in your Contract in the General Conditions, Request for Reimbursement Section (Article 17). The same person who signed the Contract or the person authorized in the Contract must sign the Request for Reimbursement Form. The forms submitted must contain original signatures.

HOW TO SUBMIT A REQUEST FOR REIMBURSEMENT

Financial Status Report Form. The Financial Status Report Form (FSR) summarizes your request for reimbursement. Use the FSR Form to calculate the payment you are eligible to receive. In **Lines 1 and 2**, enter the TCEQ Contract number and the Grant Recipient Name as stated in the Contract. In **Lines 3 and 4** enter the Address where payment is to be made (this address should also be stated in the Contract document). In **Line 5**, check either YES if this is the final request or NO if there will be additional requests for reimbursement. In **Line 6**, enter the Contract Period as stated in the Contract. In **Line 7**, enter the service period for this request.

In Section 8:

Column B: the Approved Contract Budget for each Budget Category will be preloaded based on the Contract. Eligible Budget Categories include: Equipment Expenses, Supplies and Materials Expenses, Contractual Expenses, Construction Expenses and Other Expenses;

Column C: the Total Costs being Applied to the Contract for each Budget Category for this period (costs you are requesting as detailed on each Supplemental Form) will be auto-filled from the Supplemental Forms;

Column D: enter the Cumulative Costs requested previously (including this request) for each Budget Category; and

Column E: the Remaining Budget Balance will be automatically calculated based on the data entered in the previous columns/rows.

Supplemental Forms A-E. There is a Supplemental Form for each type of Budget Category Expenditure that must be attached to the Financial Status Report to document all expenditures being requested. If the Supplemental Form does not provide enough space to fill in all the required information, please contact your Grant Manager for assistance.

The Supplemental Forms are used to itemize expenditures during a reporting period according to a specific budget category. Complete and attach the applicable Supplemental Forms for each budget category using the instructions on the form and/or the instructions on the Grant Forms and referring the Article 17 of your fully executed Contract. All expenditures must be itemized for the reporting period according to the category of expense (budget category). For all costs being directly billed to the Contract, attach copies of invoices that show the date(s) billed, amounts billed, and an explanation of the goods/services provided. Attach a copy of the canceled check or other approved evidence of payment behind each form. Documentation must be maintained for review by the TCEQ upon request. **REMEMBER - WE CANNOT PROCESS A PAYMENT UNTIL YOU HAVE SUBMITTED ALL THE REQUIRED DOCUMENTATION.** Listed below are instructions for each category of expense. Refer to Article 17 of the grant contract additional for guidelines.

- **Equipment/Contractual Expenses:** Itemize all expenses on the appropriate Supplemental Form and provide supporting documentation to support the billed expenditure. Refer to the "Required Documentation" paragraph located in Article 17 of the grant contract. Contractual Expenses are defined as professional services or tasks provided by a firm or individual who is not employed by the PERFORMING PARTY.

- **Supplies and Materials/Other Expenses:** Itemize all expenses on the appropriate Supplemental Form and provide documentation for any single item or service costing more than \$500.00. Supplies include goods and materials having a unit acquisition cost (including sales tax and delivery charges) under \$5,000. Other Expenses not falling under the other cost definitions should be itemized in the "Other Expense" category. *The intentional breaking up of single orders of identical or similar items, materials, or supplies in order to avoid this documentation is not allowed.*

- **Construction Expenses:** Itemize all expenses and provide supporting documentation to support the billed expenditure. Refer to the "Required Documentation" paragraph located in Article 17 of the grant contract. Any capital expenditure in excess of \$5,000 per unit cost must be documented with itemized invoices, and proof of payment. Subcontractors must complete the necessary Financial Status Report Form and Supplemental Forms to support the billed expenditure.

Unless otherwise instructed to provide electronic versions of these forms, mail the completed forms and the required documentation to the address below. Forms must have original signatures where required.

MAILING INSTRUCTIONS

It is VERY IMPORTANT that all of the information listed below be included on your mailing label to ensure the Request goes to the correct office.

Mail or deliver the request to:

Standard Mail

Texas Commission on Environmental Quality
Air Quality Division / CTT
Implementation Grants Section, MC-204
P.O. Box 13087
Austin, TX 78711-3087

Express Delivery

Texas Commission on Environmental Quality
Air Quality Division / CTT
Implementation Grants Section, MC-204
12100 Park 35 Circle
Austin, TX 78753

**Texas Commission on Environmental Quality
Clean Transportation Triangle Program (CTT)
Financial Status Report (FSR)**

Attach Supplemental Forms and Documentation to this Form

1. TCEQ CONTRACT NUMBER											
2. GRANT RECIPIENT NAME											
3. GRANT RECIPIENT ADDRESS											
GRANT RECIPIENT ADDRESS - SUITE											
4. GRANT RECIPIENT CITY, STATE, ZIP											
5. FINAL REQUEST <i>(Enter "X" in appropriate box)</i>			Yes					No			
6. Contract Period			From:					To:			
7. Service Period Covered by this Report			From:					To:			
8. FINANCIAL STATUS REPORT - Incremental Cost Calculation											
COMPLETE A SUPPLEMENTAL FORM FOR EACH EXPENSE CATEGORY LISTED BELOW AND ATTACH TO THIS FORM.											
Column A Expense Budget Category				Column B Approved Budget Category Amounts <i>(From Approved Contract Budget)</i>		Column C Total Costs Applied to Contract For this Period <i>(From Supplemental Forms)</i>		Column D Actual Cumulative Costs Expended For This Project <i>(Current request + all previous requests)</i>		Column E Remaining Budget Balance <i>(Column B Less Column D)</i>	
a. Total Equipment Expenses											
b. Total Supplies and Materials Expense											
c. Total Contractual Expenses											
d. Total Construction Expenses											
e. Total Other Expenses											
9. TOTAL <i>(a + b + c + d + e)</i>											
10. TOTAL ELIGIBLE PROJECT COST <i>(Total Costs Applied to Contract = Total of Column C)</i>											
11. Retained Funds = Line 10 x 0.25 <i>These funds may be requested as the final Request for Reimbursement.</i>											
12. Eligible Project Costs (Subtract Line 11 from Line 10 and enter the total)											
13. Certification. I certify to the best of my knowledge and belief that this report is correct and that all outlays and unliquidated obligations are for the purposes set forth in the award document.											
Signature and Date of Authorized Certifying Official											
14. RELEASE OF CLAIMS. Subject to receiving all reimbursements due and payable to date, the recipient hereby releases all claims against the TCEQ, its officers, agents, and employees from any and all claims arising under or by virtue of TCEQ's contract with the recipient. SIGN THIS SECTION IF THIS IS THE FINAL PAYMENT REQUEST AND SECTION 5 WAS CHECKED YES.											
Signature and Date of Authorized Certifying Official											
15. DOCUMENTATION -- attach Supplementary Forms, bills of sale, invoices, delivery receipts, proof of payment (canceled checks or wire transfers), executed (signed) financing agreement copies, and UCC1 statements (reference Article 17 of the Contract for details). <u>A</u> PAYMENT MAY NOT BE PROCESSED UNTIL YOU HAVE SUBMITTED THE REQUIRED DOCUMENTATION.											

