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| --- | --- |
| Who initiates the reimbursement request form? | The Connect Oregon Project Recipient. |
| When should the form be submitted? | When you are ready to be reimbursed for project expenses that you have already paid, but not more frequently than monthly. |
| What documentation needs to be attached to the reimbursement request form? | The documentation should include itemized invoices showing eligible expenditures that are reasonable, necessary, and directly related to the project, and evidence of payment to your contractors. |
| Where does the Recipient send the reimbursement request form and backup materials? | To the ODOT Project Liaison identified in the Notice to Proceed Letter by email. |
| Action required by ODOT Project Liaison: | The ODOT Project Liaison reviews the invoice and backup materials to ensure they meet the requirements of the Connect Oregon program. The ODOT Project Liaison seeks internal approvals and processes the invoice for payment.  If adequate information is not provided with the invoice, the ODOT Project Liaison will seek the necessary information from the recipient prior to processing payment. |
| When will the Recipient receive payment? | If the invoice and backup material are complete, the Recipient should receive a check within 45 days of ODOT’s approval. |

Note: Invoices and backup material must be legible—be watchful for scanned quality.

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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Connect Oregon  Reimbursement Request   |  |  | | --- | --- | | **Invoice Date:** | **Agreement #:** | | **Grantee Name (Entity):** | **Agreement Execution Date:** | | **Grantee Address:** | **Invoice Period:** | |  | **Reimbursement #:** | |  | **Total Project Cost:** | | **Project Name:** | **Total Grant Awarded:** | |  |  | | |

Itemized breakdown of expenses paid (examples: consultant services, materials, land acquisition, etc.):

(Attach additional pages if needed)

|  |  |  |
| --- | --- | --- |
| **Consultant/Contractor Name** | **Services Received** | **Amount Paid** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Invoice Amount:** | |  |
| **Less Match %:** | |  |
| **Total Amount Eligible for Reimbursement (less match percentage):** | |  |
| **Less 5% Retainage:** | |  |
| **Total Amount Due to Recipient:** | |  |
| **Total Funds Reimbursed to Date:** | |  |
| **Total Funds Remaining:** | |  |

**When submitting invoices please include supporting documentation and proof of payments.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For ODOT Use Only** | | | | | |
| **Vendor Number:** |  | | | | |
| **Effective Date:** |  | | **Agreement/Invoice #** |  | |
| **Unit** | **EA** | **SJ** | **ACT** | **OBJ DET** | **AMOUNT** |
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Project/Program Manager Signature Date Approval Manager Signature Date

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