DOCUMENTATION/PROCESS FOR REIMBURSEMENT OF PROJECT COSTS

Mn/DOT, Office of Aeronautics
October 2007

COST CATEGORY:	REIMBURSEMENT PACKAGE REQUEST REQUIREMENTS:
ADMINISTRATIVE	Submit a completed Credit Application Form – Costs for which reimbursement is sought must be itemized and include warrant/check number and issue date of the check used for payment of each item listed. The Credit Application must be signed by the Sponsor Representative and notarized. Attach a photocopy of each invoice for which reimbursement is being requested.
ENGINEERING	Submit a completed Credit Application Form – Costs for which reimbursement is sought must be itemized and include warrant/check number and issue date of the check used for payment of each item listed. The Credit Application must be signed by the Sponsor Representative and notarized. Attach a photocopy of each engineering invoice for which reimbursement is being requested.
CONSTRUCTION	Submit a completed Credit Application Form – Must include warrant/check number and issue date of the check used for each payment application. The Credit Application must be signed by the Sponsor Representative and notarized. Submit a spreadsheet/document that shows: 1. Construction/pay line items 2. Bid quantity for each line item 3. Bid price for each item 4. Quantity previously completed 5. Quantity completed since last payment 6. Quantity completed to date 7. Retainage percent to date 8. Dates covered by reimbursement request This documentation must contain dated original signatures by the Contractor, Engineer, and Sponsor Representative. These signatures certify the work completed to date.
ALL COSTS	Administrative, Engineering and Construction costs must be itemized separately.