

For official use only Reference #	
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**REQUEST FOR REIMBURSEMENT  
ATV CLUB TRAIL MAINTENANCE GRANT**

This form must be used to apply for reimbursement of expenditures incurred under the ATV grant agreement. To be eligible for full reimbursement, this request **must be postmarked by January 31st, 2011**, and sent to: **Dept. of Conservation, ATV Program, SHS #22, Augusta, ME 04333-0022**. Supporting materials such as invoices and bills must be included, please include only **one** reimbursement form.

USE THE BACK OF THIS FORM FOR COMPUTATIONS AND ADDITIONAL SPACE

1. Brief explanation of work done: \_\_\_\_\_

2. Total Miles of maintained trails: \_\_\_\_\_

3. GAS: \_\_\_\_\_ GALLONS \_\_\_\_\_ @ \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

DIESEL: \_\_\_\_\_ GALLONS \_\_\_\_\_ @ \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

4. Materials Costs (Please Itemize on reverse side) \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

5. Equipment Costs (Please Itemize on reverse side) \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

6. Labor Costs Actually Paid (include worksheets and receipts) \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

7. Miscellaneous (Please Itemize on reverse side) \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

8. Landowner Relations Costs: (Attach receipts) \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

**\*\*\* Note: Do not submit multiple reimbursement forms, submit only one reimbursement form with the Grand Total.** GRAND TOTAL: \$ \_\_\_\_\_

We, the undersigned, hereby certify that the costs reported on this form are true and accurate expenses incurred by this ATV Club, that they have been paid in full, and are comply with the terms of the ATV Club Grant-In-Aid Agreement.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF CLUB

\_\_\_\_\_  
PRESIDENT (signature)

\_\_\_\_\_  
TRAILMASTER (signature)

FOR BUREAU USE ONLY	
Reimbursement Check Amount: \$ _____	Date: ____/____/____

