



Reimbursement Check List

Before submitting your REIMBURSEMENT Application

PLEASE VERIFY THE FOLLOWING:

- Reimbursement Request form is completed and signed.
- Trail Maintenance & Grooming Worksheets are completed daily for work done (legibly), equipment used and supplies are listed.
Be sure to note time of day.
Grooming and Trail Maintenance should not be on the same sheet, please be sure to use each sheet for the intended purpose.
- Proof of Payment is attached - invoices from clubs, bills marked "paid", checks, town warrants or signed statements.
- All rates and work done are consistent with the Project Description.
- Reimbursement Request is **postmarked on or before May 30, 2012.**

Use of this check list will save time in processing. Please use this form for each municipal reimbursement request submitted. No more than one reimbursement request per month will be accepted. Thank you in advance.