



**Instructions for completing
ARIZONA DEPARTMENT OF TRANSPORTATION
AERONAUTICS DIVISION
APPLICATION FOR REIMBURSEMENT
PDF FILLABLE FORM 07012008**

1. You must use Adobe Reader to use this fillable form. If you do not have Adobe Reader, you can get it at the Adobe Reader website <http://www.adobe.com/products/acrobat/readstep2.html>. There is no cost for the Adobe reader.
2. Open the file **Grant Reimbursement Fillable GRR Form 07012008.pdf**. You will see the ADOT reimbursement form. You will not be able to “save” a typed completed form (see below). You can fill it out and then print the completed document. The completed form must be signed and sent to ADOT-Aeronautics with the appropriate documentation. You can make a copy of the completed signed form for your records. *To “save” an electronic form, “print” the completed form as an “Adobe pdf” in the print menu.*
3. You can start in the box labeled **ADOT project Number**. If you place the mouse pointer over the box and do a click, a cursor should appear. *You can point and click at any box.* Enter the ADOT Project number. Press tab.
4. When you press Tab the cursor should advance to the next box: **Name of Sponsor**. Enter the correct information. Press Tab.
5. When you press Tab the cursor should advance to the next box: **Address**. Enter the correct information. You will see that the first line will disappear sometimes. It will reappear when you complete the information. Press Tab.
6. When you press Tab the cursor should advance to the next box: **Application #**. Enter the correct information. Press Tab.
7. When you press Tab, the cursor should advance to the next box: **Name of Airport**. Enter the correct information. The size of the font is set at 12. Please use the available space. Press Tab.
8. When you press Tab, the cursor should advance to the next box: **Phone Number**. Enter the correct information as (123) 456-7890 format. Press Tab.
9. When you press Tab, the cursor should advance to the next box: **State Grant Amount \$**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number.

10. Press Tab. When you press Tab, the cursor should advance to the next box: **Date**. Enter the correct information. The date format is mm/dd/yyyy. You must type the slashes. Press Tab.
11. When you press Tab, the cursor should advance to the next box: **Request Type**. Click the correct box. An X should appear. Only one box can be marked. Press Tab.
12. When you press Tab, the cursor should advance to the next box: **Project Description**. Enter the correct information. The size of the font will automatically adjust to accommodate the available space. Press Tab.
13. When you press Tab, the cursor should advance to the next box: **% Complete**. Enter the correct information in the decimal point format only. Example .545 will appear as 54.5%. This form multiplies the number by 100 to obtain the percentage. Press Tab.
14. When you press Tab, the cursor should advance to the first empty box in row A **Total Construction**, Column **Current Outlay**. Enter the correct information for this billing cycle. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.
15. When you press Tab, the cursor should advance to the next box in Row A: **Total Outlay**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.
16. When you press Tab, the cursor should advance to the next box: **Federal Share %**. Enter the correct information in the decimal point format only. Example .90 will appear as 90.00%. This form multiplies the number by 100 to obtain the percentage. If this is a state/local grant use "0". Press Tab.
17. When you press Tab, the cursor should advance to the next box: **Sponsor Share %**. Enter the correct information in the decimal point format only. Example .025 will appear as 2.50%. This form multiplies the number by 100 to obtain the percentage. Press Tab.
18. When you press Tab, the cursor should advance to the next box: **State Share %**. Enter the correct information in the decimal point format only. Example .025 will appear as 2.50%. This form multiplies the number by 100 to obtain the percentage. Press Tab.
19. When you press Tab, the cursor should advance to the third column in row B. **Retention**, Column **Current Outlay**. Enter the correct information for this billing cycle. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.
20. When you press Tab, the cursor should advance to the next box in Row B: **Total Outlay**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.

21. When you press Tab, the cursor should advance to the first empty box in row C: **Net Construction**, Column **Current Outlay**. Enter the correct information for this billing cycle. Enter the numbers and decimal point only. Commas are automatically placed in the number. **This form does not subtract.** Press Tab.

22. When you press Tab, the cursor should advance to the next box in Row C: **Total Outlay**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. **This form does not subtract.**

This form has been set up to automatically calculate each of the shares in the share breakdown columns of the Total Outlay column to the nearest penny in each row from C to J. You MUST have the correct % numbers in the share breakdown boxes in row A for correct calculations in each row. You will not be able to round up to the nearest dollar in each box. The tab will go to the next rows (D – K) for these two columns. It will skip these rows until the very end. There is no need to enter information in these boxes.

23. **This form has been set up to automatically calculate rows C thru J in row K.**

KNOWN BUGS

- A. **If the numbers do not appear in row K type a “0” in any row above or below. That should add the rows. This is true if any changes are made. Also, an entry in row L will correctly calculate the columns.**
- B. **For a correction, leaving the same number in the box in row L, third column, will not recalculate the totals. To recalculate, change the number in row L, third column, to any number, then go back and change it to correct number.**
(We do not know why it does this.)

24. **This form will calculate the shares of the number placed in Less Previous Payments and Total in the Total Outlay column. It will also place the Aggregate Row K, second column, in Row M, third column and calculate the correct shares in the next three columns.**

25. **In row L, column 2, enter the amount of the previous payments. It will automatically calculate the correct shares in the next three columns. This is a required field. If this is the first payment, enter “0”.**

26. This form will automatically place the amount requested for reimbursement in row M, the sixth column in the certification box. Press tab.

27. When you press Tab, the cursor should advance to the next box: **Title**. Enter the correct information. Press Tab.

28. When you press Tab, the cursor should advance to the next box: **Date**. Enter the correct information. Press Tab.

29. When you press Tab, the cursor should advance to the next box: **Sponsor Name**. Enter the correct information.

30. Pressing tab, will put you in the share columns. There is no need to enter information in these columns. You are almost done!

31. As a final check, review the numbers for correctness.

32. **Mail Submission Instructions**. Print the completed form. The completed form must be signed and sent to ADOT-Aeronautics with the appropriate documentation. You can make a copy of the completed signed copy for your records.

33. **Electronic Submission Instructions**. Print the completed form. The completed form must be signed and sent to ADOT-Aeronautics with the appropriate documentation. Scan the signed form and documentation. E-mail the form and documentation to the correct project manager. You can make a copy of the completed signed copy for your records.

If you have any questions, please call ADOT-Aeronautics at (602) 294-9144.