

INSTRUCTIONS FOR COMPLETING THE TE REIMBURSEMENT REQUEST FORM

Guidelines for preparing the Progress Reimbursement Request Format are as follows:

1. Check if this is a PROGRESS or FINAL reimbursement request.
2. The Reimbursement Request number is entered, starting with No. 1.
3. Check FA.
4. Enter the Federal Aid (TEA) number, Transportation Accounting System (TRACS) number and phase number, and JPA file number pertinent to this request.
5. The date ending the billing period is entered, which is the ending date of the billing period represented in the request. If this is a final request, this date cannot exceed 90 days passed the date of project completion.
6. Enter the name of the project as shown in the ADVANTAGE system.
7. Enter the name of the sponsoring agency.
8. Enter the Date Started date, which is the contract start date.
9. Enter the Estimated Complete Date, which is the estimated final completion date base on the contract time.
10. Enter the % of federal dollars billed to date. If this is the first request, this would be 0%.
11. Enter the % Complete, which is the percentage that construction is complete for this billing period as reported on the Contractor's approved Schedule of Values.
12. Enter the line item number, starting with 1.
13. Enter the item description for which reimbursement is requested. If this request is submitted for reimbursement for several phases, enter the corresponding TRACS phase number along with item description. Note that all preliminary engineering (design) TRACS numbers are followed by a "D" suffix and construction project TRACS numbers are followed by a "C" suffix.
14. The total amount of federal funds authorized is entered in the column headed "Federal Reimbursement Amount".
15. The amount previously billed is entered in the column headed "Previous Accumulative Amount"; there will be no entry in this column for the first reimbursement request. Same as cell #19.
16. The amount requested for reimbursement for the current billing period is entered in the column headed "Current Month". **Reimbursement requests need to be based on the federal share (94.3%) of costs incurred.** Consequently, under column "Current Month", the amount that you can request cannot exceed 94.3% of the total contract payments made in the billing period. Do not include reimbursement for items not eligible for reimbursement under the TE Program. **This is a reimbursable program, not a grant, so you must submit proof of contractor payments, such as cancelled checks. ADOT will not reimburse any requests that are undocumented.**
17. The amounts from "15" and "16" are totaled in the column headed "Accumulative Amount". Same as cell #18.
18. Accumulative amounts are totaled for the column and in the space titled "Total to Date". Same as cell #17.
19. Previous Accumulative amounts are totaled for the column and in the space titled "Total Previous Request". Same as cell #15.
20. Current Month amounts are totaled for the column and in the space titled "Current Request".
21. The request is signed and dated by an authorized agent of the sponsoring agency. The request and supporting documentation are submitted to the ADOT Project Manager.

