

Reimbursement Package Checklist

A reimbursement package must include:

- Vendor Invoice
- Backup Invoices and Documentation
- Progress Report

Wait! Before you submit, **double check** these items!

- The vendor invoice details all of the charges being requested for reimbursement.
- The vendor invoice includes the period of performance and the grant number.
- The vendor invoice is signed by an authorized agent of the grant sponsor.
- Backup invoices show the dates of when the work was completed (period of performance). If they do not, make sure that it is clear in the progress report when these tasks were completed.
- All calculations add up correctly.
- The time reported in the progress report includes all of the dates during which work was completed.
- All charges on the vendor invoice and backup invoices should be tied to the tasks outlined in your grant agreement as described in the progress report.
- The progress report includes
 - a progress summary (a description of the work accomplished),
 - an expenditures summary (including the current balance for each task),
 - any problems or concerns that have arisen,
 - the next activities for the project, and
 - any requests for grant agreement amendments (if needed).

Questions? Please contact:

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