



**EXPLANATION OF FIELDS FOR REQUEST FOR REIMBURSEMENT, CERTIFICATION**

<b>Field</b>	<b>Explanation</b>
<b>SECTION I - Contract Data</b>	
Local Agency	Local Agency submitting the Request for Reimbursement
Address	Local Agency Mailing Address
Employer (FEIN ID) Number	Federal Employer Identification Number (See your accounting Department)
Reimbursement Request #	Sequential number starting from 1.
Local Agency Invoice Number	Invoice number assigned by the local Agency (typically the accounting department)
Project Number	Project Number assigned by CDOT in the Task Order (C XXX-XXX or M YYY-YYY)
Subaccount Number	Subaccount is a five digit Number assigned by CDOT in the Task Order, normally found in ( ) after the Project Number
Date	Date the Request for Reimbursement is prepared
Billing Period	Start and stop dates of work completed in this Request for Reimbursement
Total Task Order Amount	See Task Order Exhibit C Section 3 Total Encumbered Funds
Right of Way	Amount allocated for Right of Way purchases (real estate cost only)
Utilities	Amount allocated for construction of Utility Relocation
Design	Amount allocated for Design Services
Environmental	Amount allocated for Environmental work for CE/EA/EIS
Miscellaneous	Amount allocated for Emergency Repairs or items not covered
Construction	Amount allocated for Permanent Construction Activities other than Utility relocations
Emergency Repairs on or before 3/30/2014	Repairs completed during the emergency period with no extension granted.
Emergency Repairs after 3/30/2014	Repairs completed during the emergency period with extension granted or under contract before 3/30/14.
Permanent Repairs (Anytime)	Permanent repairs completed during the emergency or permanent repair phase.
Federal Share	See Task Order Exhibit C Section 1 a
Local Agency Share	See Task Order Exhibit C Section 1 b
State Share	See Task Order Exhibit C Section 1 c

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<b>Field</b>	<b>Explanation</b>
<b>SECTION II - Incurred Cost</b>	
Right of Way	Amount expended for Right of Way purchases (real estate cost only)
Utilities	Amount expended for construction of Utility Relocation
Design	Amount expended for Design Services
Environmental	Amount expended for Environmental work for CE/EA/EIS
Miscellaneous	Amount expended for Emergency Repairs or items not covered
Construction	Amount expended for Permanent Construction Activities other than Utility relocations
Cost This Period	Amount expended during the billing period
Cost to Date	Sum of all Requests for Reimbursement to date by category
Amount Remaining	Calculates the difference between the allocated amount (Section I) and the amount expended to date by category.
<b>SECTION III - Billing</b>	
Total Cost This Period	(from above) Amount expended during the billing period
Total Cost to Date	(from above) Sum of all Request for Reimbursements to date
Local Agency Match	Amount of the Local Agencies Share (.08605 times the Total Cost This Period)
Amount Payable to Local Agency	Total Cost Current Period minus Local Agency Match