



### **Reimbursement Check List**

**Before submitting your REIMBURSEMENT Application:  
PLEASE VERIFY THE FOLLOWING:**

- Reimbursement Request form is completed and signed.
- Trail Maintenance and Grooming Worksheets are completed daily for work done, equipment used and supplies.
- 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 31, 2009.

Use of this check off list will save time in processing. Please use this form for each municipal reimbursement request.