

Project No.:
 Purchase Order No.:



**LOUISIANA
OUTDOORS
FOREVER**

REQUEST FOR REIMBURSEMENT

Vendor Details

Vendor No.:
 Vendor Name:
 Address: City: State: Zip:

Contract Details

Contract Dates:
 Approved Contract Total:

Reimbursement Request

Reimbursement Requests are required to be submitted quarterly **with a progress report**. Adequate supporting documentation for all expenses is required with each request, including but not limited to:

- Proof of payment, including payment for match items
- Invoices
- Donation and in-kind documentation
- Eligible Equipment purchase documentation
- Documentation of procurement/bidding process
- Photos (Optional)

Amount Reimbursed to Date:
 LOF Contract Remaining Balance:
 Requested Reimbursement Amount:

Final Reimbursement? Yes No

Submitted by: _____ Date: _____
 Project Monitor Approval: _____ Date: _____
 LOF Approved by: _____ Date: _____

Remarks:

Internal Use Only

Bus. Area	Cost Center	GL Account	Fund	Grant	WBS

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EXPENDITURE WORKSHEET

List the expenditure in the corresponding category then identify the funding sources for payment of the invoice. The funding amounts of each column must total the amount on the invoice or proof of payment provided.

Category Name	Description (include units in Description where possible)	Other Project Funding	Cash	In-Kind Match	LOF Requested Reimbursement	Total
Personnel Services						\$
1						\$
2						\$
3						\$
4						\$
5						\$
Total		\$	\$	\$	\$	\$
Travel						\$
1						\$
2						\$
3						\$
4						\$
5						\$
Total		\$	\$	\$	\$	\$
Supplies						\$
1						\$
2						\$
3						\$
4						\$
5						\$
Total		\$	\$	\$	\$	\$
Contracts						\$
1						\$
2						\$
3						\$
4						\$
5						\$
Total		\$	\$	\$	\$	\$
Acquisitions						\$
1						\$
2						\$
3						\$
4						\$
5						\$
Total		\$	\$	\$	\$	\$
Major Repairs						\$
1						\$
2						\$
3						\$
4						\$
5						\$
Total		\$	\$	\$	\$	\$
TOTALS		\$	\$	\$	\$	\$

Volunteers who donate job specific professional skills and/or equipment operation (grading contractors, plumbers, electricians, etc.) can value their time and/or equipment at their standard rates but may not exceed the rates outlined at https://www.bls.gov/oes/current/oes_la.htm. General labor rates (no professional skills required) must not exceed \$12.17 per hour.