Northeast Ohio Regional Sewer District

Green Infrastructure Grant Program
Reimbursement Request Expense Tracking

Instructions: Record all expenses on the Reimbursement Request Expense Tracking Form below. All applicable documentation that supports the entries below MUST be specifically highlighted within the supporting documentation and included in your submission (i.e., itemized bill, receipt, invoice, and time-card, as well as proof of payment, such as a credit card receipt, canceled check, etc.). Any questions can be forwarded to **McClintockK@neorsd.org**.

Project Name	P.O. #	Date

EXAMPLE

Invoice #	Vendor	Invoice Amount	Reimbursement Request per Invoice
1234	ABE Excavating	$1,500.00	$300.00
5678	Daly Sandstone	$325.00	$325.00

Invoice #	Vendor	Invoice Amount	Reimbursement Request per Invoice
Total Reimbursement Amount Requested			$0.00

IMPORTANT NOTE: *Save this Reimbursement Request Expense Tracking Form and supporting documentation as a PDF to your computer for uploading in Option 1, STEP 2 - Reimbursement Cover Sheet. Refer to the "Instructions on How to Fill out the Online Cover Sheets".*