Place letter on TOWN/CITY/AGENCY LETTERHEAD

Include REMITTANCE ADDRESS as shown on CLAIM FORM

Modify as noted below using F11 key to navigate. Delete all DIRECTIONS

DATE [needs to match Date Prepared on Claim Form in EBS]

LGA

Remittance Address

PROGRAM MANAGER or DIVISION PROJECT MANAGER

NCDOT - Local Programs Management Office

 **Via EBS Portal**

Subject: REQUEST FOR REIMBURSEMENT

 PROJECT DESCRIPTION

TOWN/CITY of MUNICIPALITY, NAME County

Project TIP #: NUMBER, WBS Element: NUMBER

INVOICE #: Invoice # [needs to match CLAIM FORM if submitted through EBS Portal]

Dear :

The TOWN/CITY of MUNICIPALITY is submitting a request for reimbursement for the above referenced project. For the billing period, we have paid the following:

Invoice Period: Click or tap to enter a date. To: Click or tap to enter a date.

 [needs to match CLAIM FORM if submitted through EBS Portal]

TOTAL EXPENSES =$AMOUNT

LESS SALES TAX - $AMOUNT

LESS INELIGIBLE COSTS - $AMOUNT

ELIGIBLE EXPENSES =$AMOUNT

80% of ELIGIBLE EXPENSES =$AMOUNT [adjust percentage reimbursement as needed]

TOTAL REIMBURSEMENT REQUEST: $AMOUNT

Please find the following attached to support the payments:

* Invoice Tracking Worksheet
* Subcontractor Payment Report ([DBE-IS Form](https://connect.ncdot.gov/municipalities/Funding/Documents/DBE-IS.xls))
* Copies of invoices/pay applications from vendor/contractor
* Copies of cancelled checks (front and back) or certified bank statement
* Current [FFATA Form](https://connect.ncdot.gov/municipalities/Funding/Documents/FFATA%20Subrecipient%20Information%20Form%20%28NCDOT-SR-02%29.doc)
* Invoice Tracking Worksheet

Please contact me at AREA CODE/PHONE NUMBER if you have any questions.

Sincerely,

AUTHORIZED SIGNER

OFFICE NAME OR CITY/TOWN OF MUNICIPALITY

**Note:** Reimbursements will not be processed unless the following is on file:

* DBE-IS Form, even if there are no payments to the subcontractors/subconsultants for that period (mark “0” or “none” across form)
* Current FFATA Form, no less than one year old
* Executed contract or task order with consultant or contractor