

INSTRUCTIONS FOR REIMBURSEMENT REQUESTS AND LOCAL MATCH DOCUMENTATION

INVOICE FOR CMP FEDERAL EXPENDITURES. This form must be used when requesting federal reimbursement for expenditures. All supporting documentation must be attached to this form in order to receive a reimbursement.

THE FORM:

- Fill in all requested information. (including your entity's Federal Tax ID & DUNS Nos.)
- Include all contact information for the person who can answer financial questions.
- The contract number is the GLO assigned number, not your internal number.
- The first column is the current CMP budget. It will change if a budget amendment has been executed.
- Use the second column to list all reimburseable expenses for this invoice reporting period. Do not submit a reimbursement request without all supporting documentation attached, including copies of all itemized receipts/invoices for expenses incurred, (credit card receipts will not be accepted) and proof of payment (i.e., cancelled checks or a copy of your bank statement showing payments have been made. Universities and State Agencies will submit a screen print of their voucher data form showing date paid, amount paid, etc.)
- The third column is used to list all your previous expenses for which reimbursement has already been requested.
- The last column shows the remaining balance in each category. This column will automatically calculate for you.

IMPORTANT FACTS TO REMEMBER:

- If you exceed the budgeted amount in any category, it is possible to amend the budget if unused funds are available in other categories and the contract has not expired.
- A Budget Amendment Request should be submitted and an approved copy received before submitting your Invoice for CMP Federal Expenditures form.
- Submit your invoice within **60 days** of incurring the costs unless you are waiting for a cancelled check or bank statement.
- **Do not hold invoices or wait until the end of the contract to submit them.**
- If your final deliverable(s) is outstanding at the end of your project, 33% of the total project cost will be withheld until your final deliverable(s) is received and accepted by the GLO.

LOCAL MATCH. This form must be used when submitting proof of local match. All supporting documentation must be attached to this form in order to receive match credit.

THE FORM:

- Provide all contact information for the person who can answer financial questions.
- The contract number is the GLO assigned number, not your internal contract number.
- The first column is the Current Local Match budget. It will change if a budget amendment has been executed.
- Use the second column to list all expenses and in-kind services/donations for this invoice. Do not submit this form without all supporting documentation attached, including copies of all itemized receipts/invoices for expenses incurred, (credit card receipts will not be accepted) and proof of payment (i.e., cancelled checks or a copy of your bank statement showing payments have been made. Universities and State Agencies will submit a screen print of their voucher data form showing date paid, amount paid, etc.) Documentation for in-kind services/donations must be provided.
- The third column is used to list all previously reported match.
- The last column shows the remaining balance in each category. This column will automatically calculate for you.

IMPORTANT FACTS TO REMEMBER:

- If you exceed the budgeted amount in any category, it is possible to amend the budget if unused funds are available in other categories and the contract has not expired.
- A Budget Amendment Request should be submitted and an approved copy received before submitting your Local Match Expenditures or Third Party Expenditures forms.
- Submit your match documentation within **60 days** of in-kind service, receiving a donation or incurring a cost unless you are waiting for a cancelled check or bank statement.
- **Do not hold documentation or wait until the end of the contract to submit it.**

If needed, contact Sharon Moore at sharon.moore@glo.texas.gov or (512) 463-5819 for additional information.