

# **ODOT Rail and Public Transit Division**

## **Reimbursement Request Expense Documentation Requirements**

### **Administration**

*(For 5311 Project Administration at 89.73% match rate and Capital Administration associated with a capital expense.)*

- Written detailed documentation of time expended.

### **Operations**

*(Including administrative activities associated with operations at the 56.08% or 50% match rate.)*

- Documentation not required – cost entered into OPTIS directly. Receipts must be kept on file locally.

### **Purchased/Contracted Service**

- Invoice(s) or comparable document including basic description of services and associated expenses, service date(s), and identification of service provider.

### **Mobility Management**

- Documentation of completed deliverables.

### **Planning**

- Documentation of completed deliverables and/or vendor invoices. Dependent on agreement specifics.

### **Preventive Maintenance**

- *Preventive Maintenance - Capital Expense Invoice Attachment* or comparably detailed document.

### **Vehicle Purchase**

- Detailed cover letter (template on RPTD website)
- All invoices associated with the expense
- Pre-Award and Post-Delivery Certification form
- Buy America certification
- Disadvantaged Business Enterprise (DBE) certification
- Federal Motor Vehicle Safety Standards (FMVSS) certification

### **Equipment Purchase**

- Invoice(s)
- Environmental documents (dependent upon project)
- Final inspection report(s) (dependent upon project)

### **Facility Purchase or Construction**

- Invoice(s)
- Final inspection report(s)
- Environmental documents (dependent upon project)
- Payroll documentation (if subrecipient labor is included)