

Completing Grant Billing – State Form 55081 (R / 1-20) for Grant Reimbursement Requests



The Grant Billing form acts as an invoice of the charges being claimed for reimbursement. When needed, multiple forms will be used. This is important for Boxes 8, 14, 15, 16, and 17.

Name of Program - check "other" and write-in 'Indiana Trails Program'

- Box 1: Name of project = the ITP project name
 - Should match the application and State Grant Agreement
- Box 2: Project number = the 4-digit ITP number assigned by DNR Grants
 - Begins with 2x-0x
- Box 3: Name of applicant = the organization the State Grant Contract (SGA) or Purchase Order (PO) is with
 - Determined by the state vendor registration. This may be *Town of, Clerk-Treasurer, etc.*
- Box 4: Telephone number = phone contact for applicant (in case of questions)
- Box 5: Type of request = if the billing is for partial reimbursement before project is complete check "Partial". For the last billing (closing out the SGA/PO), check "Final"
- Box 6: Billing number = if more than one reimbursement request, this is the number of the current billing in the series
- Box 7: Period covered = dates of contract/expenditures included in the billing
 - Billing 1, "From" date should be the start date of the contract.
 - Subsequent billings the "From" date should be the day after the previous billing "To" date.
- Box 8: Page number = consecutive numbering of pages submitted. The second box = the total number of forms (pages) being submitted.
- Box 9: Name of vendor = company payments were made to
 - Needs to match the invoices and checks/EFTs.
- Box 10: Check number = check(s) included in the amount of Box 11
 - **Listing multiple checks to the same vendor in Box 10 is preferred.**
- Box 11: Total claim paid or donated amount = payments to vendors or value of donations
 - **Combined payment amounts (total) from checks listed in Box 10.**
 - **Must match the payment/check total(s).**
 - **The total amount paid may include payments that are not for the ITP project. See Box 12.**
- Box 12: Amount eligible = the portion of the payments in Box 11 that are directly related to the ITP project
 - If invoices and payments include non-project items, highlight the ITP items included in the amount eligible.
- Box 13: Specific explanation of purchase for reimbursement = description of goods or services paid for the project
- Box 14: Amount eligible for reimbursement x percent to be reimbursed = total of eligible payments x percent.
 - The total of Box 12 entries.

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- Only complete on the final page of the billing submission. For example, if the submission is eight pages Box 14 will not be completed on pages 1 – 7. Box 14 on page 8 will be the total of all pages.
- Most often the percent will match the grant/match arrangement in the state grant agreement
- Final billings may vary, especially in projects with overmatch.
- Land acquisition (and some other donations) used as match can affect the percent. Consulting with the grant coordinator may be necessary.
- Box 15: Amount requested = the reimbursement amount to be charged to the project.
 - Only complete on final page of the submission.
- Box 16: Signature of... = signature of authorized project sponsor representative
 - Only complete on final page of the submission.
- Box 17: Date = date form was signed

Once completed, email the Grant Billing form(s) with invoices, local payment vouchers, and proof of payment to your grant coordinator.