

**SAMPLE REUSE ASSISTANCE GRANT PAYMENT REQUEST ITEMIZATION
OF EXPENDITURES BY BUDGET CATEGORY**

City of Pristineville

Grant No. RUXX-XX-XX

Progress Report MM/DD/YY to MM/DD/YY

Grant Funds					
Task Number and Description	Personnel/Item	Rate	Unit	Hours	Reimbursement Request
TASK 1.5: Purchase Forklift					\$1,465.20
TASK 2.1: Trainings and presentations	Super-Employee: Brenda Gilbert (\$52.34)			39	\$2,041.26
Total Reimbursement Request					\$3,506.46

Matching Contribution					
Task Number and Description	Personnel/Item	Rate	Unit	Hours	Matching Contribution Spent
TASK 1.2: Research types of materials donated	*Waste Mgmt. Specialist I Super Boss: Kevin Taylor	\$60.32 hr.		50 hrs.	\$3,016.00
TASK 1.4: Mileage for residential pick-up of donated goods.	*Waste Mgmt. Specialist I	.48.5 per mile			\$485.
Total Matching Contribution Spent					\$3,501.00

*Copy of *Personnel Expenditure Summary Form* attached (if requesting reimbursement or to provide matching contribution documentation for salaries/wages)

**Copy of *Grant Payment Request Form* attached (required)

***Copy of *Travel Expense Log* attached (if necessary)

****Copy of invoices are attached, claimed expenses are highlighted, applicable task number is indicated on each invoice (required)