

# AFID Infrastructure Grant Reimbursement Request

**Date**

--

  
**MOU #**

--

  
**Request #**

--

<b>Company</b>	
<b>Street</b>	
<b>City, State, Zip</b>	
<b>Phone &amp; Email</b>	
<b>Federal ID</b>	

--

Item #	Total Project Budget	AFID Budget	AFID Balance	This Request	New Balance
<b>Personnel *</b>					\$0.00
<b>Fringe *</b>					\$0.00
<b>Travel</b>					\$0.00
<b>Supplies &amp; Materials</b>					\$0.00
<b>Contractual **</b>					\$0.00
<b>Other</b>					\$0.00
<b>Total</b>	\$0.00	\$0.00			\$0.00

\* For reimbursements containing personnel/fringe requests, the following is necessary:  
 - payrolls documented in accordance with generally accepted practices with official approval  
 - where multiple grants are involved, timesheets must delineate hours spent per grant and account for the total activity for which the employee is compensated - and include the supervisor's signature

\*\* For reimbursements containing contractual reimbursement requests, the following is necessary:  
 (1) the name of the consultant and (2) the nature of the services provided  
 (3) the relevance of the services to the project or program, and  
 (4) Whichever of the following is applicable:  
 -The rate & dates and/or hours worked (if fee is based on such)  
 -The # of units of service provided, and the beginning and ending dates of overall period of service (if the fee is based on such)  
 -The basis for determining fee and the beginning and ending dates of the period in which services were provided (if the fee is based on such)