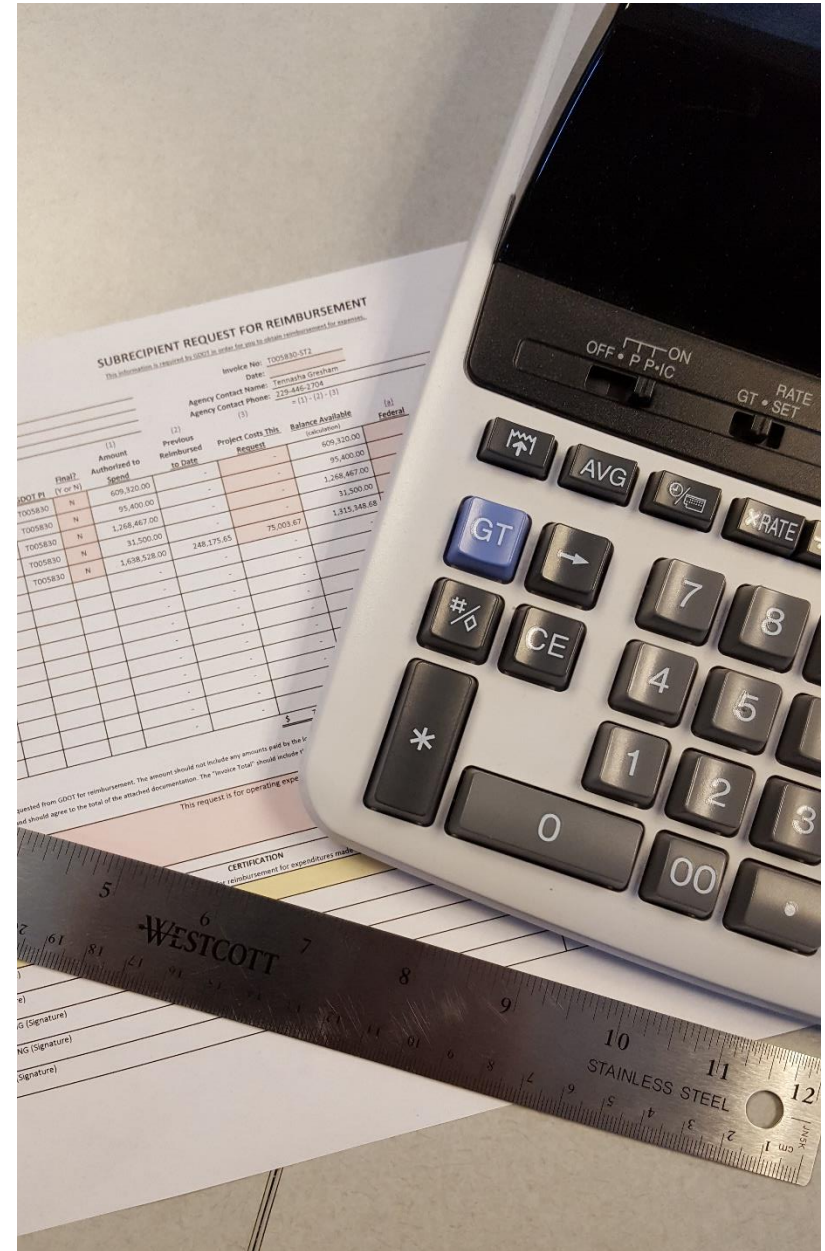




# 5311 Reimbursement Process

Required Forms and  
Documentation



# Key Discussion Topics

## This presentation will cover the following:

- Revised operating reimbursement form eliminating the required 10% farebox and what this means to you
- Importance of operating reimbursements monthly submittal
- Challenges to the current process
- Operating versus Capital reimbursements

# Operating versus Capital

## 5311 Rural Subrecipients

- Operating
  - Larger number of categories; fuel, salaries, vehicle maintenance, etc.
  - Backup/Supporting operating documentation (invoices)
- Capital
  - Majority of 5311 capital purchases fall into two categories
  - Micro purchases less than \$9,999
  - Small purchases are greater than \$10,000, but less than \$250,000
- Note: Always refer to your FTA compliant transit procurement policy

# Reimbursement Process Standards

## Standards for Supporting Documentation

- All expenses must be supported by documentation and invoices
- All capital reimbursements must be supported by invoices and check copies
- All capital purchases **MUST** follow the scope of work in contract exhibits

# Take-aways

## The most important elements and changes

- No required 10% farebox
- Monthly reimbursement submittal
- Enhance the quality of the supporting documentation
- Reduce the time it takes to process operating and capital reimbursements
- Reimbursement templates for Subrecipients with TPO's are in review and may be different from reimbursement templates for non-TPO subrecipients.