



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM, CLUB GRANTS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

CLUB REIMBURSEMENT CHECKLIST

Before submitting your Reimbursement Request please verify the following:

- You have listed all expenses (actual expenses) not just enough to cover your approval amount. This is important to justify the program funds and show your actual costs over and above the grant. We need to see the actual costs of maintaining your trails.
- Reimbursement Request form is completed and signed.
- Trail Maintenance & Grooming Worksheets are legibly completed daily for work done, equipment used & supplies are listed.
Be sure to note time of day. Grooming & Trail Maintenance should not be on the same sheet, please be sure to use each sheet for the intended purpose.
- Proof of Payment is attached - invoices, bills marked "paid", receipts, cancelled checks.
- The Reimbursement Request is **postmarked on or before April 30.** (Reimbursements postmarked beyond this date lose 10% for each day late.)

Use of this checklist will save time in processing and ensure you've included everything. Thank you in advance.