

GRANT REIMBURSEMENT GUIDE



Thank you for visiting Montana WILD. To reimburse your expenses Montana Fish, Wildlife & Parks (FWP), will need the following materials within two weeks of your visit. It may be easiest to connect FWP with someone in your accounting office.

W-9

- A W-9 form filled out by your school administration, accounting department or secretary.

AN INVOICE FROM THE SCHOOL

- As a reminder, FWP cannot reimburse 3rd party vendors such as bus companies.
- The total on the invoice should be for no more than the amount FWP was able to award you. For example, if you were awarded \$800 but your total costs were \$1,200, please only invoice FWP for the amount that you were awarded.
- Be able to provide proof of payment for all items listed on your invoice (see below).
- Attached is an example invoice for your reference.

PROOF OF PAYMENT

- Include a receipt for all line items on your invoice. As a reminder FWP can only reimburse for transportation and lodging costs (no food, substitute teachers, etc.).
- Because this is a reimbursement grant, your receipts need to show that the bills were paid. This means a receipt with a zero-remaining balance or some indication that the bill has been paid.
- Proof of payment could include an invoice from a 3rd party vendor showing a zero-remaining balance or accompanied by a cleared copy of a check written to the vendor by the grantee, credit card statements showing the payment including an ending balance on the statement, a signed credit card purchase order form, etc.

Please submit these documents within two weeks of your visit, or FWP will not be able to reimburse the costs of your trip.

Contact Corie Bowditch with any questions:

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