

LOCAL AGENCY REQUEST FOR REIMBURSEMENT

THIS INFORMATION IS REQUIRED BY MDOT IN ORDER FOR YOU TO OBTAIN REIMBURSEMENT FOR EXPENSES

MDOT AGREEMENT # / NON-DEPT. AGREEMENT #	LOCATION		
DATE	REQUEST #	FINAL?	AMOUNT AUTHORIZED TO SPEND
		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
AGENCY	JOB #	TOTAL PROJECT COST TO DATE	
		\$	
ADDRESS (Street)	FED. PROJECT #	FED. ITEM #	PROJECT COSTS THIS REQUEST
			\$
ADDRESS (City, State)	PERIOD COVERED		BALANCE AVAILABLE
			\$

SUMMARY OF CHARGES

Task	Name	Task #	Task Total
Task One	Name		\$ -
Task Two	Name		\$ -
Task Three	Name		\$ -
Task Four	Name		\$ -
Task Five	Name		\$ -
Task Six	Name		\$ -
Task Seven	Name		\$ -
Task Eight	Name		\$ -
Task Nine	Name		\$ -
Task Ten	Name		\$ -

Total Charges \$ -

CERTIFICATION

I certify that, to the best of my knowledge, the figures entered above are correct and represent a proper claim for reimbursement for expenditures made under the appropriate Federal and/or State Act.

AGENCY REPRESENTATIVE SIGNATURE	TITLE	DATE
MDOT SIGNATURE	REVIEWED BY	DATE

FINANCE USE ONLY

TRANS CODE	JOB NO.	RED. ITEM	ACTIVITY CODE	ACCOUNT CODE	AMOUNT

BILL NO. _____

HOW TO USE THE 802PL FORM

(Below is an explanation of the information required for each coding block)

MDOT Agreement #: This is the Master Agreement number that is updated every 3 years by MDOT Contracts Division. A (Z) number will follow the agreement number and is assigned annually.

DATE: Self Explanatory (This block will auto populate)

AGENCY: Your Agencies Full name or Abbreviation

ADDRESS (Street): Self Explanatory

ADDRESS (City & State): Self Explanatory

LOCATION: Example (Lansing Urbanized Area)

REQUEST # FINAL ?: The invoice number should be included here and the yes or no box should be checked to show if this is or is not the final invoice for that fiscal reporting year.

JOB #: *This is the 6 digit MDOT job number. The MDOT MPO manager will provide.*

FEDERAL PROJECT#: The MDOT MPO Program Manager will receive this number from Finance. This number will vary each year and for some programs could be a grant number assigned by the Federal Highway Administration (FHWA) or Federal Transit Agency (FTA).

FEDERAL ITEM NUMBER: The MDOT MPO Program Manager will receive this number from Finance. This number is used primarily as a filing code by Finance and it is expected to be removed officially from all forms on October 1, 2017.

PERIOD COVERED: This is the report period of time within which services have been rendered and reimbursement is requested.

AMOUNT AUTHORIZED: This is the amount authorized by either a project authorization (form 1777) or project work authorization (form 1699). These forms are prepared by the MDOT MPO Manager each fiscal year.

TOTAL PROJECT COST TO DATE: This is the cost to date plus any previous cost request.

PROJECT COSTS THIS REQUEST: This is the total amount invoiced during the report period.

BALANCE AVAILABLE: This is the total cost to date subtracted from the amount authorized.

SUMMARY OF CHARGES: This table shows the individual task from which services have been rendered. The task number and name should correspond to the task listed in the Unified Planning Work Program.

AGENCY REPRESENTATIVE SIGNATURE & TITLE: The person signing this block must be the designated signatory for the organization and indicate their official position and/or title within the organization. This signature indicates concurrence with the total charges.

MDOT SIGNATURE and REVIEWED BY: The MDOT MPO Program Manager signs here and the Supervisor initials that both program manager and supervisor concur with the total charges.