

## ARPA REIMBURSEMENT REQUEST FORM

AIRPORT NAME	GRANT NUMBER	
AIRPORT LOCATION ID/ASSOCIATED CITY	SUB-GRANT NUMBER (GA only)	
TOTAL GRANT MAXIMUM	TOTAL GRANT BALANCE (Including this request)	
TOTAL AMOUNT OF THIS REQUEST	REQUEST NUMBER (Start at 1)	
SERVICE DATES OF THIS REQUEST FROM: _____ TO: _____	REQUEST SUBMITTAL DATE	
THIS REQUEST INCLUDES EXPENSES FOR	INVOICE SUMMARY ATTACHED	
NAME OF SUBMITTER	AIRPORT MANAGER NAME	PHONE NUMBER

Please verify with an approval stamp (on this PDF version of this form) or print your initials, that to the best of your knowledge, no expenses on this reimbursement request have been previously requested for any other Federal or State funding programs.

Initial here below.

[Add a stamp to a PDF in Adobe Acrobat DC](#)

### INVOICE SUMMARY:

If submitting more than one expense for each operational category (i.e., salaries, cleaning services, etc.), please provide a summary spreadsheet listing each invoice, the date, amount, vendor etc. and a summary total chart that adds up the different categories. All expenses submitted must be for services incurred January 20, 2020, or later. For Debt Services Reimbursements, payments must be due on or after March 11, 2021.

APRA has a narrower eligibility scope than CARES. Eligible expenses include:

- Operations (payroll, utilities, janitorial, etc.)
- Routine Maintenance only (excludes constructing, repairing, or improving on the airport)
- Debt Payoff
- Equipment (includes only air-quality equipment and other equipment used to combat pathogens)
- Construction only for the purpose of fighting pathogens

### BACK UP DOCUMENTATION:

MDOT no longer requires a copy of every invoice however sponsors must be prepared to submit any invoices, upon request, during the review process as well as retain those invoices and other supporting documentation for three years after the grant is closed as required by 2 CFR § 200.334.

Upon completion, please submit all the pages with all related information, including this invoice summary cover page, in one document into ProjectWise invoice submittal folder for your respective airport.