

REIMBURSEMENT REQUEST WORKSHEET

Project Title: _____

Dates of this reporting period:
From: _____

ARC Project No: _____

To: _____

Budget Category	ARC (Federal) Share			Matching (non-Federal) Funds			Total Program Outlays		
	Project Budget*	Current Period**	YTD***	Project Budget*	Current Period**	YTD***	Project Budget*	Current Period**	YTD***
Personnel									
Benefits									
Travel									
Equipment									
Supplies									
Contractual									
Other									
Total Direct									
Indirect Costs									
Total									

* Figures from "Project Budget" column should be taken from the most recently **approved** project budget.

** Amount shown in the "Current Period" column should reflect costs incurred only during the current reporting period. This cover four months.

*** Amount shown in the "YTD" column is the total cost of this line item from the **start of the project** through the end of the curent reporting period.

NOTE: Indirect cost rates are approved by the grantee's cognizant Federal agency as described in OMB Circular A-87 and others. To claim reimbursement for indirect costs, they must be included as a line item in the most recently-approved ARC budget.