

**SYSTEMS PLANNING BUREAU**  
**Required Documentation for Reimbursement**

The documentation below is required for each work type based on the *authorized/approved* work for federal and/or state funds to be reimbursed. **Proof of payment for all costs is required (cancelled check, bank register, EFT proof, credit card statement with proof of card payment, AP ledger, pay stub, etc.)** that shows the cost has cleared the bank account. Please pay special attention to page scaling (zoom) and font sizes, **all documentation provided MUST BE LEGIBLE.**

**Preliminary/Construction Engineering** (if applicable):

- All invoices include a beginning and ending date. No work was completed outside contract/agreement period.
- Invoices include all required documentation based on contract/agreement type (i.e. Lump Sum, Cost Plus Fixed Fee, etc.)
- If a subconsultant is involved, the subconsultant invoice must be included as part of the documentation.
- None of the invoices have previously been submitted.
- If any part of the invoice is non-participating, it is clearly identified.
- No contingency is part of the invoiced amount, unless previously approved upon by the sponsor and concurred upon by Iowa DOT.
- If invoices are for CE, the retainage is being withheld until after the Iowa DOT final field audit has been completed.

**Right-of-Way** (if applicable):

- Easement documentation for the approved parcels.
- Purchase agreement for the approved parcels.
- Incidental invoices/costs for the approved parcels, identifying the approved parcel.
- Recording fees identifying the approved parcel.
- All the documentation being provided is equal to the amount being claimed.
- Any other documents that identify or backup any cost being claimed for approved parcels.

**Construction** (if applicable):

- All non-participating line items/divisions are identified and broken out to easily show the segregation of costs.
- Stockpiled materials are considered non-participating until they are incorporated into the project.
- The engineer's pay estimate or contractor payment application (pay app) has not been previously submitted.
- All change orders included on the pay app have been approved by the Iowa DOT. Any non-participating item from a change order is identified as such.
- Final pay app has all appropriate signatures.

**Railroad/Utility Work** (if applicable):

- All invoices include period of performance.

- All documentation that backs up the costs being claimed.
- Any non-participating costs should be identified as such.

**Non-Construction Costs** (if applicable):

- Costs being claimed are on the approved Scope of Work and Budget (SWAB).
- Indirect costs have been approved for the billing period and documentation for the current amount is included.
- The deliverables are identified appropriately.
- For in-house time, timesheets that are signed by the employee and supervisor are included. The work/project is specifically identified with hours worked.

**In-Kind** (if applicable):

- Land donation – has been approved by the Iowa DOT prior to project start. No documentation needed with claim.
- Documentation corresponding to previous Iowa DOT approval of intended donation:
  - If volunteer time, the documentation includes all dates, individual name, time and hourly rate.
  - If equipment, the documentation includes the equipment, date(s), hours and rate.

**CLAIMS FOR FINAL REIMBURSEMENT WILL NOT BE PROCESSED UNTIL FINAL AUDIT HAS BEEN COMPLETED AND ALL REQUIRED FINAL DOCUMENTATION HAS BEEN RECEIVED.**

If you need any assistance in completing the claim form or have any questions regarding submitting a claim for reimbursement, feel free to give Jodi Rhoads a call at 515-239-1669 or by email to [DOT.SPBClaims@iowadot.us](mailto:DOT.SPBClaims@iowadot.us).