

# Request for Reimbursement (RFR) Instructions

- \* Submit two signed copies of both the state and federal rfr's.
- \* Include only one set of back up documentation/invoices.
- \* Drop all cents on the federal rfr (the form on our website will do the calculations for you).
- \* Round to the nearest dollar on the state rfr (the form on our website will do the calculations for you).
- \* Cell 8 on the state rfr must match the amount on the signed state grant.
- \* When submitting multiple invoices for multiple line items (admin, engineering, construction etc), separate the invoices by using paper clips or simply highlighting in different colors for each line item. (**example only**: yellow = engineering, blue = construction).
- \* If it is necessary to split an invoice between more than one grant, copy the invoice and write the project, grant number and the amount requested for each grant somewhere near the total invoice amount.
- \* In cell 10 on the federal rfr, you must enter "WYDOT Aeronautics, 5300 Bishop Blvd., Cheyenne WY 82009-3340. As the federal funds flow through WYDOT, this directs FAA to reimburse WYDOT.