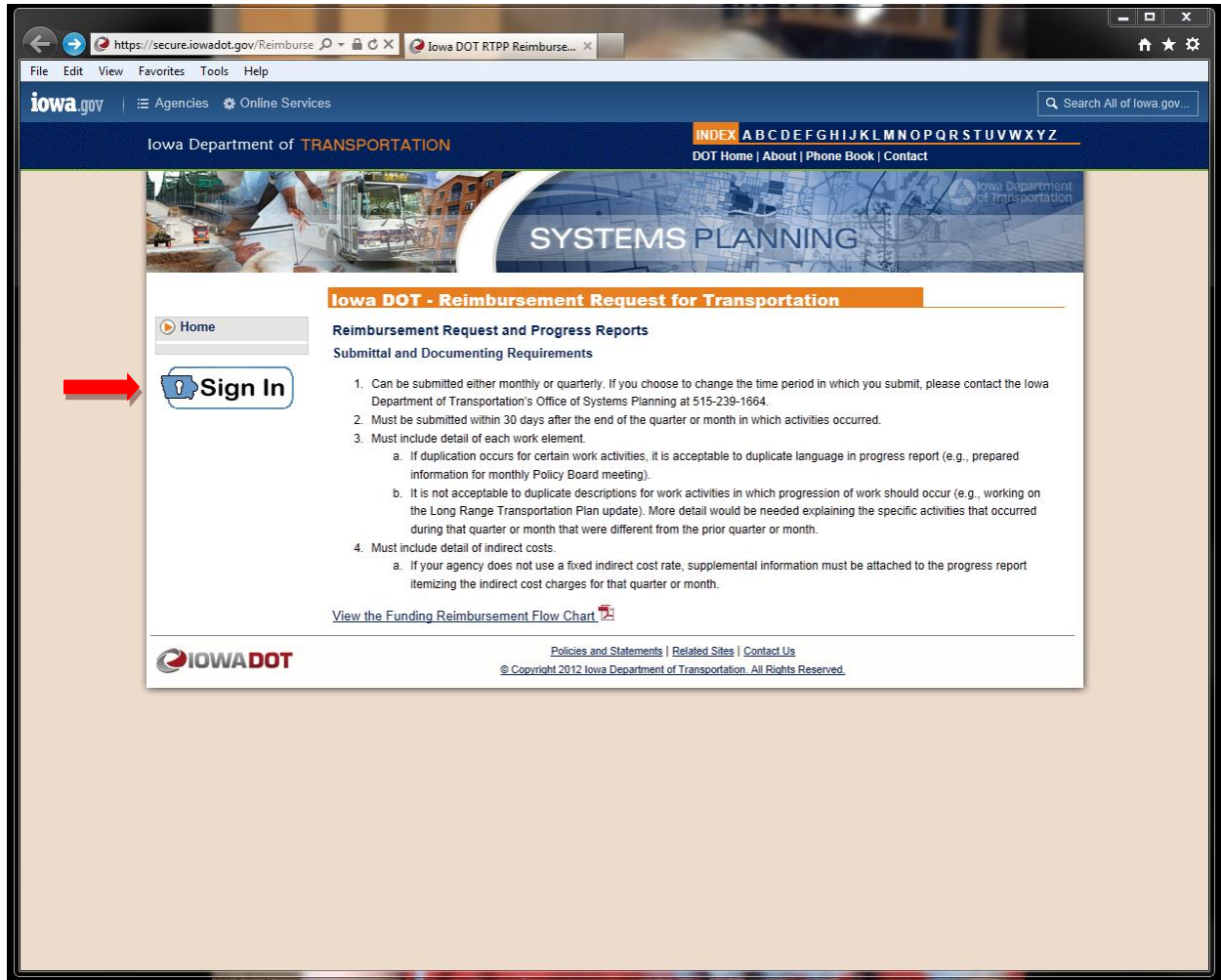


# Reimbursement Request User Instructions For MPO/RPA

Open <https://secure.iowadot.gov/ReimbursementRequest/Default.aspx> Click on **Sign In**.



The screenshot shows a web browser window displaying the Iowa DOT Reimbursement Request website. The browser's address bar shows the URL <https://secure.iowadot.gov/ReimbursementRequest/Default.aspx>. The website header includes the Iowa Department of Transportation logo and navigation links. A search bar is located in the top right corner. The main content area features a banner for "SYSTEMS PLANNING" and a section titled "Iowa DOT - Reimbursement Request for Transportation". Below this, there is a "Reimbursement Request and Progress Reports" section with "Submittal and Documenting Requirements". A list of requirements is provided, including submission frequency, timing, and detail requirements. A red arrow points to the "Sign In" button in the left sidebar.

**Sign In**

**Iowa DOT - Reimbursement Request for Transportation**

**Reimbursement Request and Progress Reports**  
Submittal and Documenting Requirements

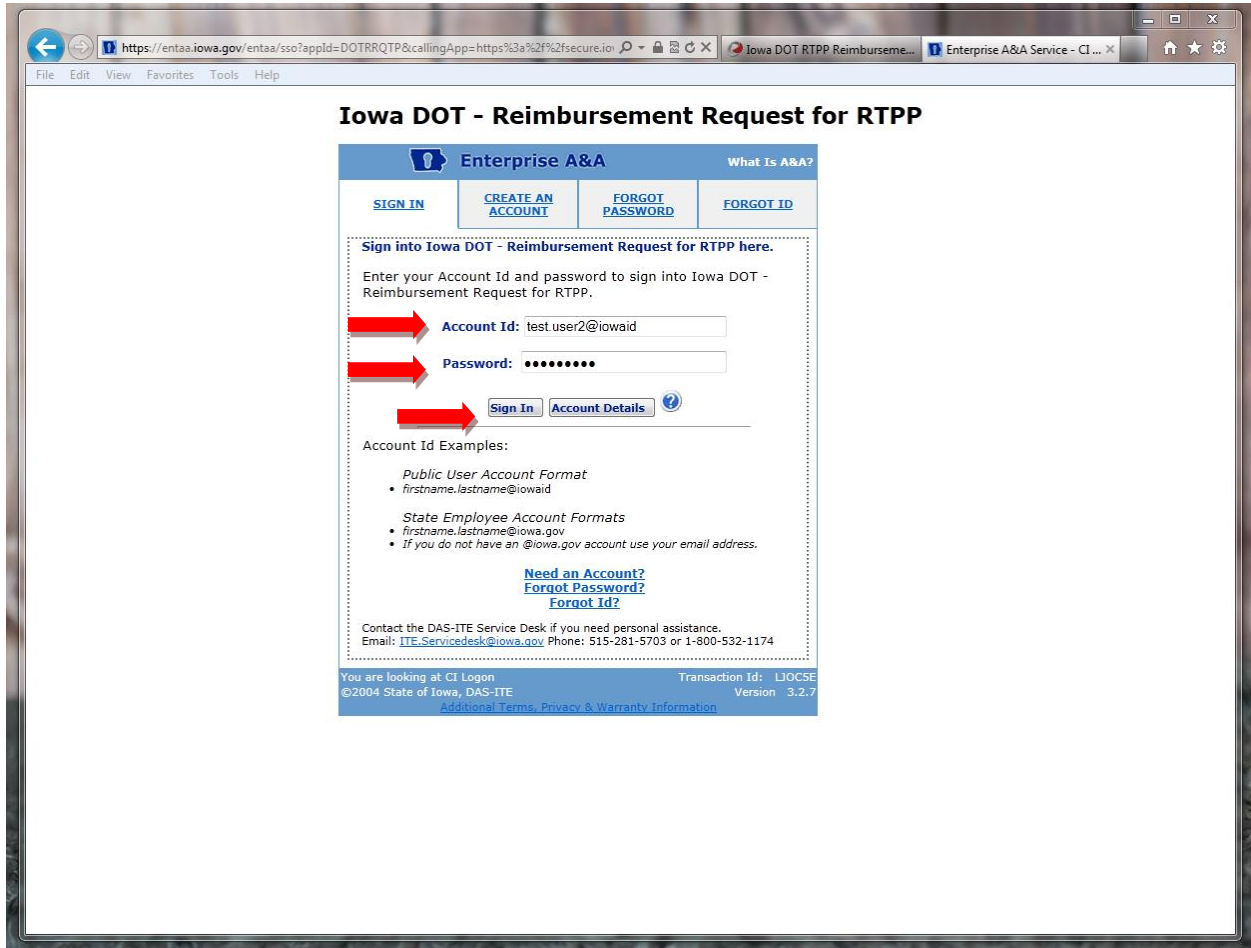
1. Can be submitted either monthly or quarterly. If you choose to change the time period in which you submit, please contact the Iowa Department of Transportation's Office of Systems Planning at 515-239-1664.
2. Must be submitted within 30 days after the end of the quarter or month in which activities occurred.
3. Must include detail of each work element.
  - a. If duplication occurs for certain work activities, it is acceptable to duplicate language in progress report (e.g., prepared information for monthly Policy Board meeting).
  - b. It is not acceptable to duplicate descriptions for work activities in which progression of work should occur (e.g., working on the Long Range Transportation Plan update). More detail would be needed explaining the specific activities that occurred during that quarter or month that were different from the prior quarter or month.
4. Must include detail of indirect costs.
  - a. If your agency does not use a fixed indirect cost rate, supplemental information must be attached to the progress report itemizing the indirect cost charges for that quarter or month.

[View the Funding Reimbursement Flow Chart](#)

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Enter your account ID and password then click on sign in as shown below:



Once you have logged in a page will display as below, click on Request.

The screenshot shows a web browser window displaying the Iowa DOT Reimbursement Request for Transportation page. The browser's address bar shows the URL <https://secure.iowadot.gov/Reimburse>. The page header includes the Iowa.gov logo, navigation links for Agencies and Online Services, and a search bar. The main content area features a banner for 'SYSTEMS PLANNING' and a section titled 'Iowa DOT - Reimbursement Request for Transportation'. Below this, there is a sidebar with 'Home' and 'Request' buttons, and a 'Sign Out' button. The main content area contains the heading 'Reimbursement Request and Progress Reports' and 'Submittal and Documenting Requirements', followed by a list of requirements. A red arrow points to the 'Request' button in the sidebar.

**Iowa DOT - Reimbursement Request for Transportation**

**Reimbursement Request and Progress Reports**  
Submittal and Documenting Requirements

1. Can be submitted either monthly or quarterly. If you choose to change the time period in which you submit, please contact the Iowa Department of Transportation's Office of Systems Planning at 515-239-1664.
2. Must be submitted within 30 days after the end of the quarter or month in which activities occurred.
3. Must include detail of each work element.
  - a. If duplication occurs for certain work activities, it is acceptable to duplicate language in progress report (e.g., prepared information for monthly Policy Board meeting).
  - b. It is not acceptable to duplicate descriptions for work activities in which progression of work should occur (e.g., working on the Long Range Transportation Plan update). More detail would be needed explaining the specific activities that occurred during that quarter or month that were different from the prior quarter or month.
4. Must include detail of indirect costs.
  - a. If your agency does not use a fixed indirect cost rate, supplemental information must be attached to the progress report itemizing the indirect cost charges for that quarter or month.

[View the Funding Reimbursement Flow Chart](#)

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<http://www.iowadot.gov/azindex.aspx?>

When entering your first report for your SFY agreement, enter your agreement number and click on the search button.

The screenshot displays a web browser window with the URL <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>. The page header includes the Iowa Department of Transportation logo and navigation links. The main content area features a "Request" form with the following fields and buttons:

- Agreement #**: Text input field containing "15RPA-02". A red arrow points to this field.
- Reset**: Button located to the right of the Agreement # field.
- Search**: Button located to the right of the Reset button. A red arrow points to this button.
- Fiscal Year**: Text input field.
- Quarter**: Text input field.
- Month**: Dropdown menu.

On the left side of the page, there is a navigation menu with "Home" and "Request" options, and a "Sign Out" button with the email address "TEST.USER2@IOWAID". The footer contains the Iowa DOT logo and copyright information: "© Copyright 2012 Iowa Department of Transportation. All Rights Reserved."

No results will be found because there are no requests available for this agreement yet. Click *Create a new request*.

The screenshot displays the Iowa DOT Reimbursement Request for Transportation web application. The browser address bar shows the URL: <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>. The page header includes the Iowa.gov logo, navigation links for Agencies and Online Services, and a search bar. The main content area features a banner for 'SYSTEMS PLANNING' and a section titled 'Iowa DOT - Reimbursement Request for Transportation'. On the left, there are navigation links for Home and Request, and a 'Sign Out' button for the user TEST.USER2@IOWAID. The central 'Request' form contains the following fields: Agreement # (15RPA-02), Fiscal Year (dropdown), Quarter (checkbox), and Month (dropdown). Below the form, a message states 'Your search turned up no results.' and a red arrow points to the 'Create a new request' link. The footer includes the IOWADOT logo, links for Policies and Statements, Related Sites, and Contact Us, and a copyright notice: © Copyright 2012 Iowa Department of Transportation. All Rights Reserved.

The program will verify that the agreement you entered really does exist. Click ***Check for Existing Agreement***.

The screenshot displays the Iowa DOT Reimbursement Request for Transportation web application. The browser address bar shows the URL: <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>. The page header includes the Iowa.gov logo, navigation links for Agencies and Online Services, and a search bar. The main navigation bar features the Iowa Department of Transportation logo and an alphabetical index (INDEX A-Z). Below the navigation bar is a banner for "SYSTEMS PLANNING".

The main content area is titled "Iowa DOT - Reimbursement Request for Transportation". It contains a "Request" section with a search form. The "Agreement #" field is populated with "15RPA-02". There are "Reset" and "Search" buttons. Below the search form, the "Fiscal Year", "Quarter", and "Month" fields are visible.

A message states: "Your search turned up no results." Below this, there is a link to "Create a new request". A "Verify Agreement Exists" section contains the following text: "First, we have to check for an existing agreement number. Please enter an agreement number to search for if it has not already been transferred from the search field". Below this text, the "Agreement #" field is populated with "15RPA-02". There are two links: "Check for Existing Agreement" and "Done". A red arrow points to the "Check for Existing Agreement" link.

The footer of the page includes the IOWADOT logo and links for "Policies and Statements", "Related Sites", and "Contact Us". The copyright notice reads: "© Copyright 2012 Iowa Department of Transportation. All Rights Reserved."

The information about the agreement will be displayed and it will ask you to verify that this is the agreement you are adding a report to. You can check to make sure the information in the Agreement Detail box is correct. Click ***Verify and Continue***.

[Home](#)  
[Request](#)

**Sign Out**  
TEST.USER2@IOWAID

### Iowa DOT - Reimbursement Request for Transportation

**Request**

Agreement #

Fiscal Year  Quarter  Month


Your search turned up no results.

[Create a new request](#)

[Check Agreement Details](#)

**Verify that this is the Agreement from which you want to create a new Quarter Request report.**


<b>Agreement Number</b>	
15RPA-02	
<b>Fiscal Year</b>	<b>Date Signed</b>
2015	6/18/2014
<b>Contract Number</b>	<b>Total Amount</b>
16220	\$124,157.00

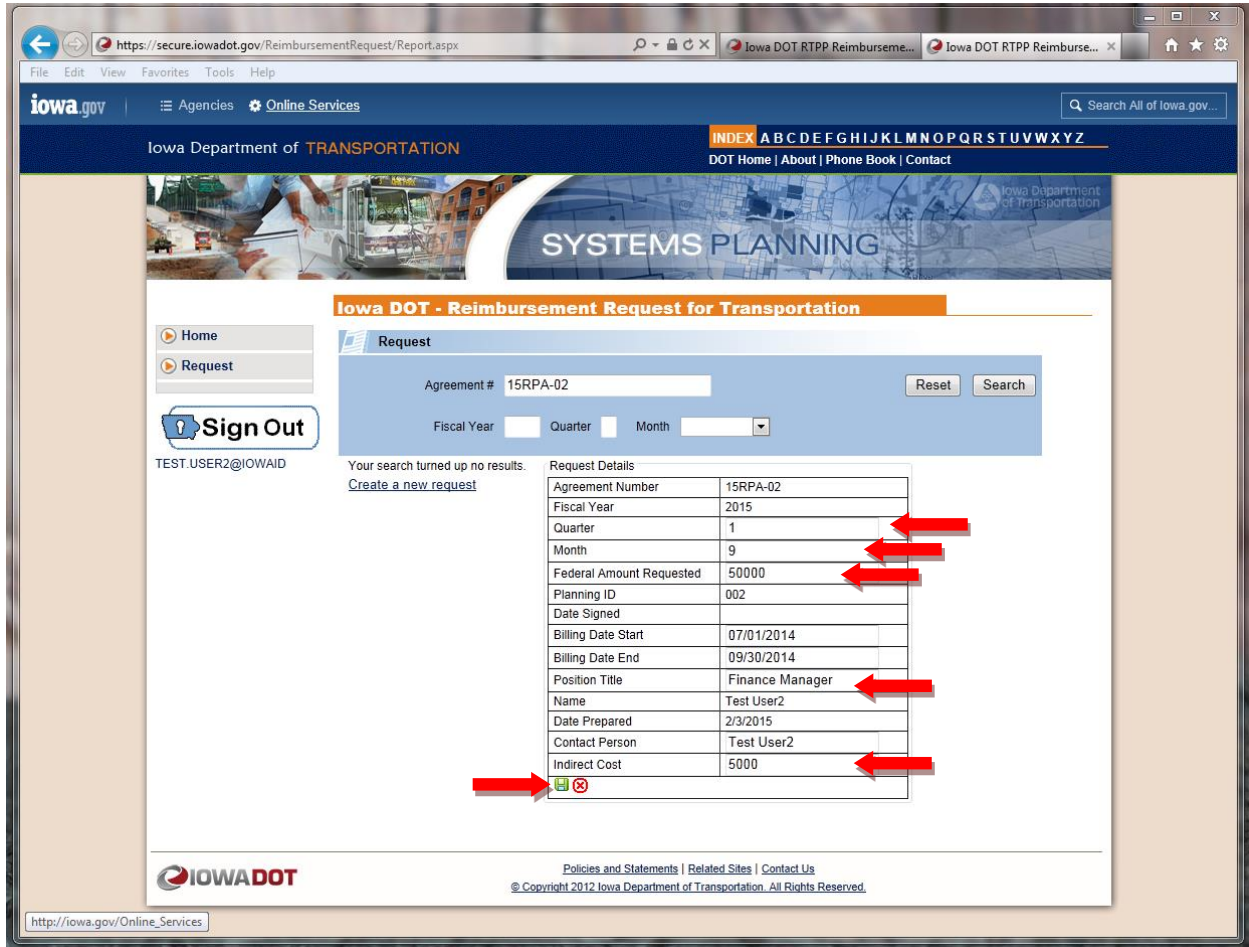
[Verify and Continue](#)   
[Start Over](#)  
[Done](#)

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<http://www.iowadot.gov/azindex.aspx?A>

A screen will appear that will allow you to enter the data for a new request record. Note: If you submit your requests monthly you must enter the month of the request (i.e., 1, 2, 3, 4, etc.). If you do it once a quarter you will still need to enter a month - enter the last month of your quarterly report (i.e. Quarter 1 would be Sept so you would enter a 9). There will be dates that appear in the Billing Date Start and Billing Date End, make sure they are the correct quarterly report billing dates for this report, (Monthly reports will need to change the dates). You will type in your position title. The Indirect cost field will come from your budget summary on your request. **Do not use \$ signs or commas, and numbers must be rounded. Do Not use cents.** Enter the required data and click on Save .



**Iowa DOT - Reimbursement Request for Transportation**

Request

Agreement #

Fiscal Year  Quarter  Month

Your search turned up no results.  
[Create a new request](#)


Request Details	
Agreement Number	15RPA-02
Fiscal Year	2015
Quarter	1
Month	9
Federal Amount Requested	50000
Planning ID	002
Date Signed	
Billing Date Start	07/01/2014
Billing Date End	09/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015
Contact Person	Test User2
Indirect Cost	5000

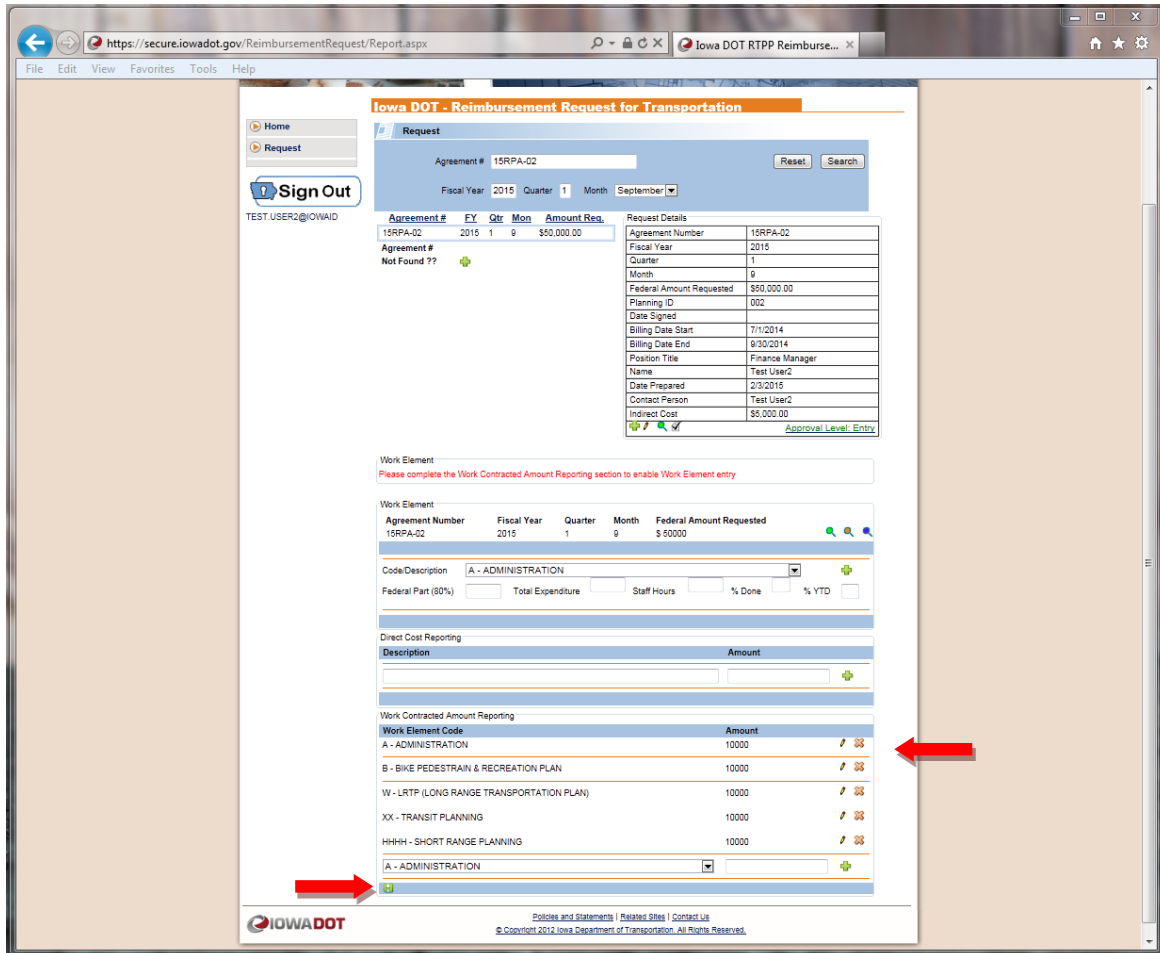
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[http://iowa.gov/Online\\_Services](http://iowa.gov/Online_Services)



The first step is to enter your **Work Element Descriptions** (from the drop down menu at the bottom of the page) with the **federal amount** for the SFY from your **Transportation Planning Work Program**. This will be the last box on the page (Work Contracted Amount Reporting). Hit the green plus sign after each entry. **DO NOT** hit the save button until you have entered all work elements as it will submit your budget and you will be unable to make additional changes. After all of your work elements are entered hit the green save button . *You will only need to do this on your first SFY Reimbursement Request.*




**Iowa DOT - Reimbursement Request for Transportation**

Request

Agreement # 15RPA-02

Fiscal Year 2015 Quarter 1 Month September

Agreement #	FY	Qtr	Mon	Amount Req.
15RPA-02	2015	1	9	\$50,000.00

Agreement # Not Found ?? 


Request Details	
Agreement Number	15RPA-02
Fiscal Year	2015
Quarter	1
Month	9
Federal Amount Requested	\$50,000.00
Planning ID	002
Date Signed	
Billing Date Start	7/1/2014
Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015
Contact Person	Test User2
Indirect Cost	\$5,000.00

Approval Level: Entry

Work Element

Please complete the Work Contracted Amount Reporting section to enable Work Element entry

Work Element	Agreement Number	Fiscal Year	Quarter	Month	Federal Amount Requested
	15RPA-02	2015	1	9	\$ 50000












Code/Description  


Federal Part (80%)  Total Expenditure  Staff Hours  % Done  % YTD

Direct Cost Reporting


Description	Amount
<input type="text"/>	<input type="text"/>

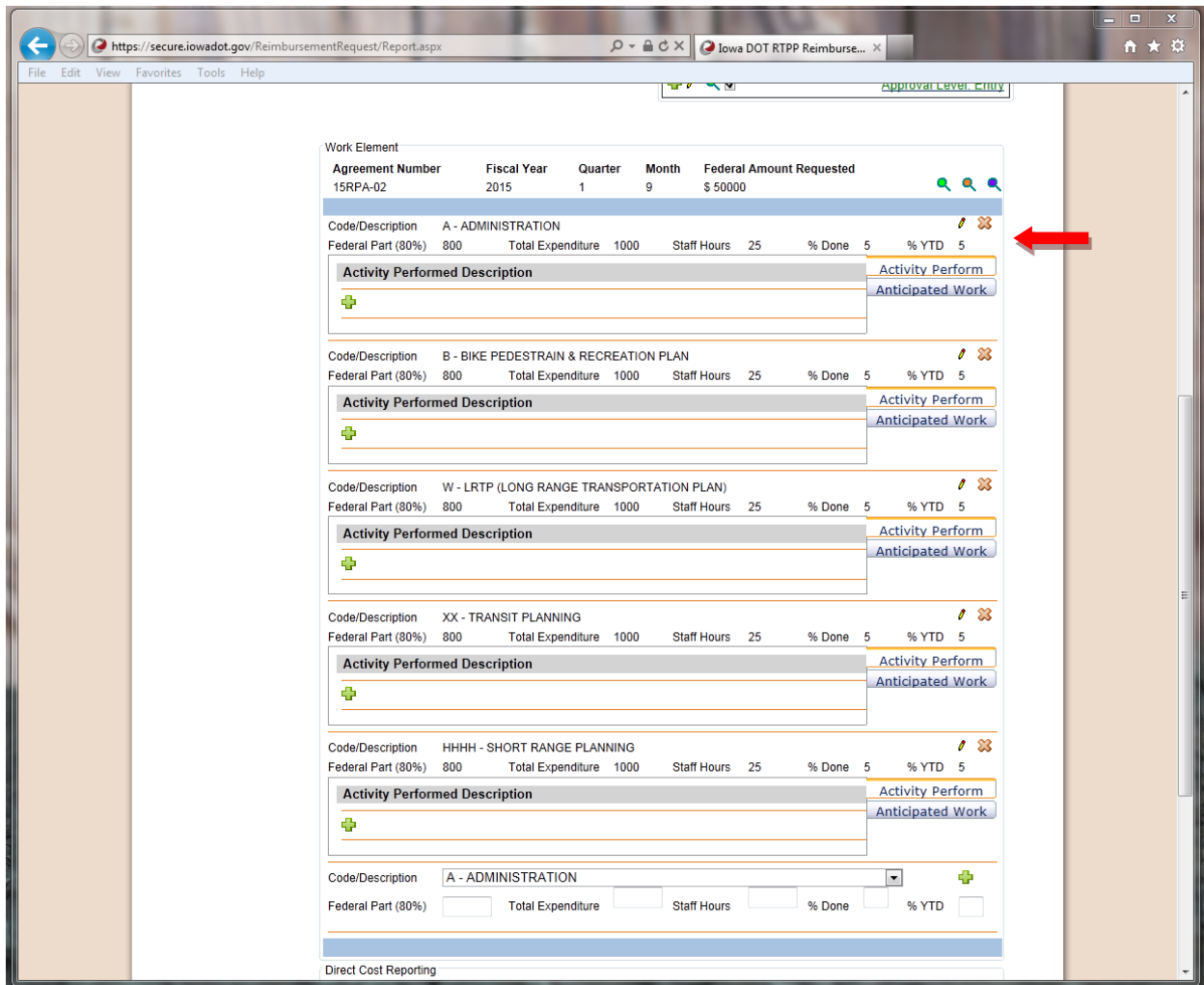
Work Contracted Amount Reporting

Work Element Code	Amount
A - ADMINISTRATION	10000  
B - BIKE PEDESTRAIN & RECREATION PLAN	10000  
W - LRTP (LONG RANGE TRANSPORTATION PLAN)	10000  
XX - TRANSIT PLANNING	10000  
HHHH - SHORT RANGE PLANNING	10000  
A - ADMINISTRATION 	



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You now are ready to enter the Work Element information for your first Reimbursement Request. Under the Work Element Box (1<sup>st</sup> Box) you will see the Code/Description drop down menu. You will choose which work element you are entering. Note: the Code/Description may not be in the same order as you entered in the Work Element Code box below so make sure you have the correct Code/Description when entering your data. You will enter the next five fields under Code/Description (federal part 80%, Total Expenditure, Staff Hours, % Done and % YTD) and hit the green plus sign . Do not use commas or dollar signs. Do Not use cents. The Staff hours can have a decimal point; however % Done and % YTD cannot and must be rounded.




The screenshot shows a web browser window with the URL <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>. The page title is "Iowa DOT RTTP Reimburse...". The main content area is titled "Work Element" and contains a table of existing entries and a form for a new entry.

Agreement Number	Fiscal Year	Quarter	Month	Federal Amount Requested
15RPA-02	2015	1	9	\$ 50000


Code/Description	Federal Part (80%)	Total Expenditure	Staff Hours	% Done	% YTD
A - ADMINISTRATION	800	1000	25	5	5
B - BIKE PEDESTRAIN & RECREATION PLAN	800	1000	25	5	5
W - LRTP (LONG RANGE TRANSPORTATION PLAN)	800	1000	25	5	5
XX - TRANSIT PLANNING	800	1000	25	5	5
HHHH - SHORT RANGE PLANNING	800	1000	25	5	5

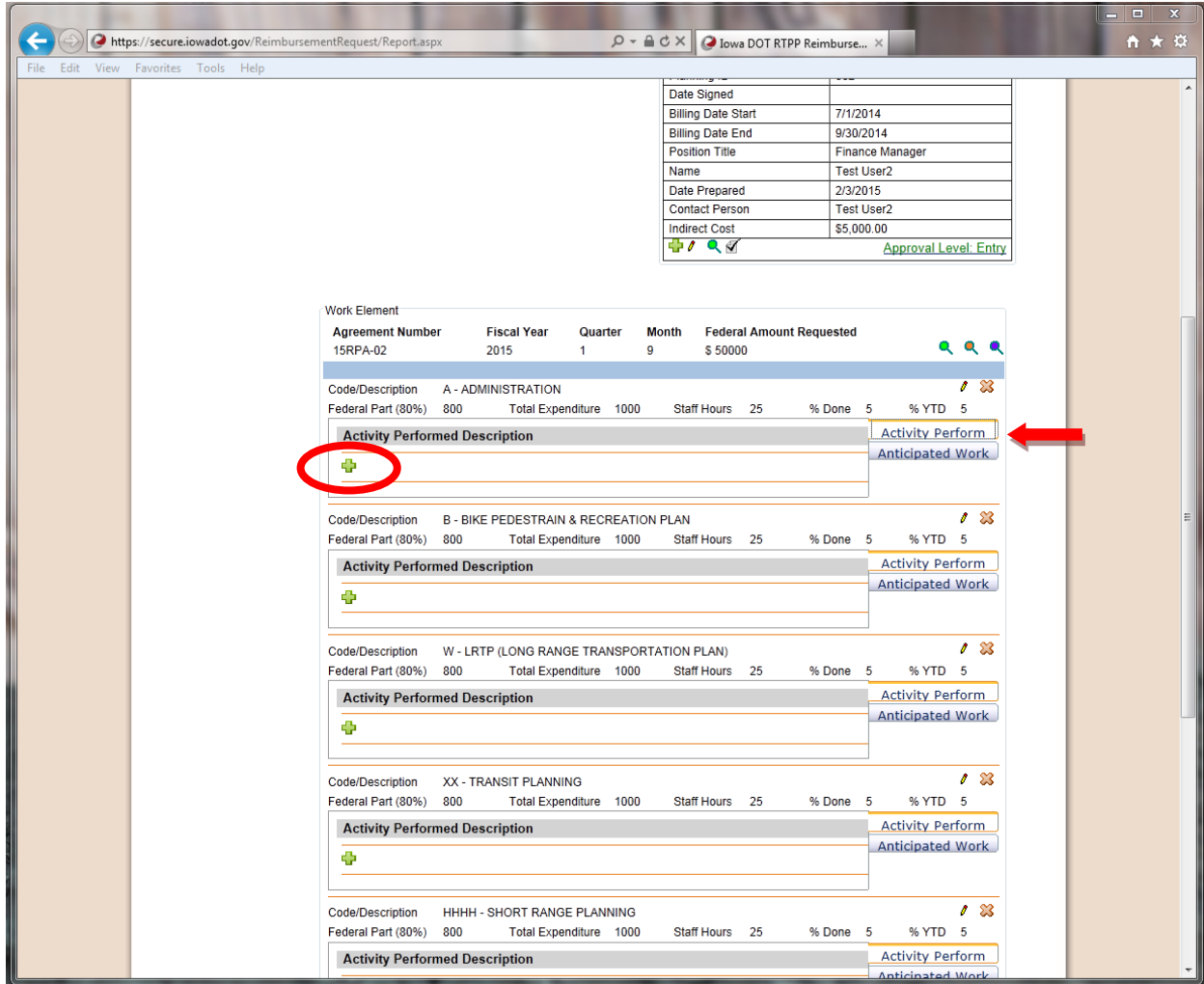
  

Code/Description:  

Federal Part (80%):  Total Expenditure:  Staff Hours:  % Done:  % YTD:

Direct Cost Reporting

You are now ready to enter the Activity Performed records and Anticipated Work records. Click on Anticipated Work or Activity Performed and the one you select will be displayed in the gray highlighted box. Toggle back between them by clicking on Activity Perform and Anticipated Work on the right of the screen. Click the plus sign .



The screenshot displays a web application interface for the Iowa DOT RTTP Reimbursement Request Report. At the top right, a summary table provides key information:

Date Signed	
Billing Date Start	7/1/2014
Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015
Contact Person	Test User2
Indirect Cost	\$5,000.00

Below this, the 'Work Element' section shows a table with the following data:

Agreement Number	Fiscal Year	Quarter	Month	Federal Amount Requested
15RPA-02	2015	1	9	\$ 50000

The main content area lists five work elements, each with a summary row and a detailed view. The first element, 'A - ADMINISTRATION', is highlighted in gray. Its summary row includes: Code/Description: A - ADMINISTRATION, Federal Part (80%): 800, Total Expenditure: 1000, Staff Hours: 25, % Done: 5, % YTD: 5. The detailed view for this element shows an 'Activity Performed Description' field with a plus sign icon circled in red, and buttons for 'Activity Perform' and 'Anticipated Work'. A red arrow points to the 'Anticipated Work' button. The other elements (B - BIKE PEDESTRAIN & RECREATION PLAN, W - LRTP (LONG RANGE TRANSPORTATION PLAN), XX - TRANSIT PLANNING, and HHHH - SHORT RANGE PLANNING) follow a similar structure but are not highlighted.

A box will pop up for you to type your information. Make sure you click on the save button in the bottom corner of the popup box before you close the box. Make sure you are entering your data in the correct Code/Description! Once you have hit the save button you will see your information under the Activity Performed Description. The pencil is an edit button if you need to fix something and then there is also a button to delete. You can then toggle to the Anticipated Work and type your anticipated information and then hit the save button. Continue to do this for the rest of your Work Element Codes. The key is to remember to switch the Code description.

The screenshot displays a web browser window with the URL <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>. The page title is "Iowa DOT RTTP Reimburse...".

At the top right, there is a metadata table:

Date Signed	
Billing Date Start	7/1/2014
Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015
Contact Person	Test User2
Indirect Cost	\$5,000.00

Below this is a "Work Element" table:

Agreement Number	Fiscal Year	Quarter	Month	Federal Amount Requested
15RPA-02	2015	1	9	\$ 50000

The main content area shows a list of activity entries. Each entry includes a "Code/Description", "Federal Part (80%)", "Total Expenditure", "Staff Hours", "% Done", and "% YTD".

- Code/Description: XX - TRANSIT PLANNING  
Federal Part (80%): 800, Total Expenditure: 1000, Staff Hours: 25, % Done: 5, % YTD: 5
- Code/Description: HHHH - SHORT RANGE PLANNING  
Federal Part (80%): 800, Total Expenditure: 1000, Staff Hours: 25, % Done: 5, % YTD: 5

A modal dialog box is open in the center, containing the text "Type whatever you need to here in this box!". A red arrow points to a "Save" button (represented by a green square icon) in the bottom right corner of the dialog box.

The Direct Cost Reporting box is the 2<sup>nd</sup> box under the Work Element. Here you will type in from your Budget Summary by Category (*this billing*). Enter your Direct Costs and the amount, hit the green plus sign. Do not use \$ signs or commas. Your amount also needs to be rounded with no decimals.


The screenshot displays the Iowa DOT Reimbursement Request Report. It features a summary for 'XX - TRANSIT PLANNING' and 'HHHH - SHORT RANGE PLANNING'. Below these, there is a 'Direct Cost Reporting' section with a table listing 'Salary', 'Benefits', and 'other' with amounts of 100, 200, and 300 respectively. A red arrow points to the 'Direct Cost Reporting' section header, and another red arrow points to the 'Benefits' row in the table.

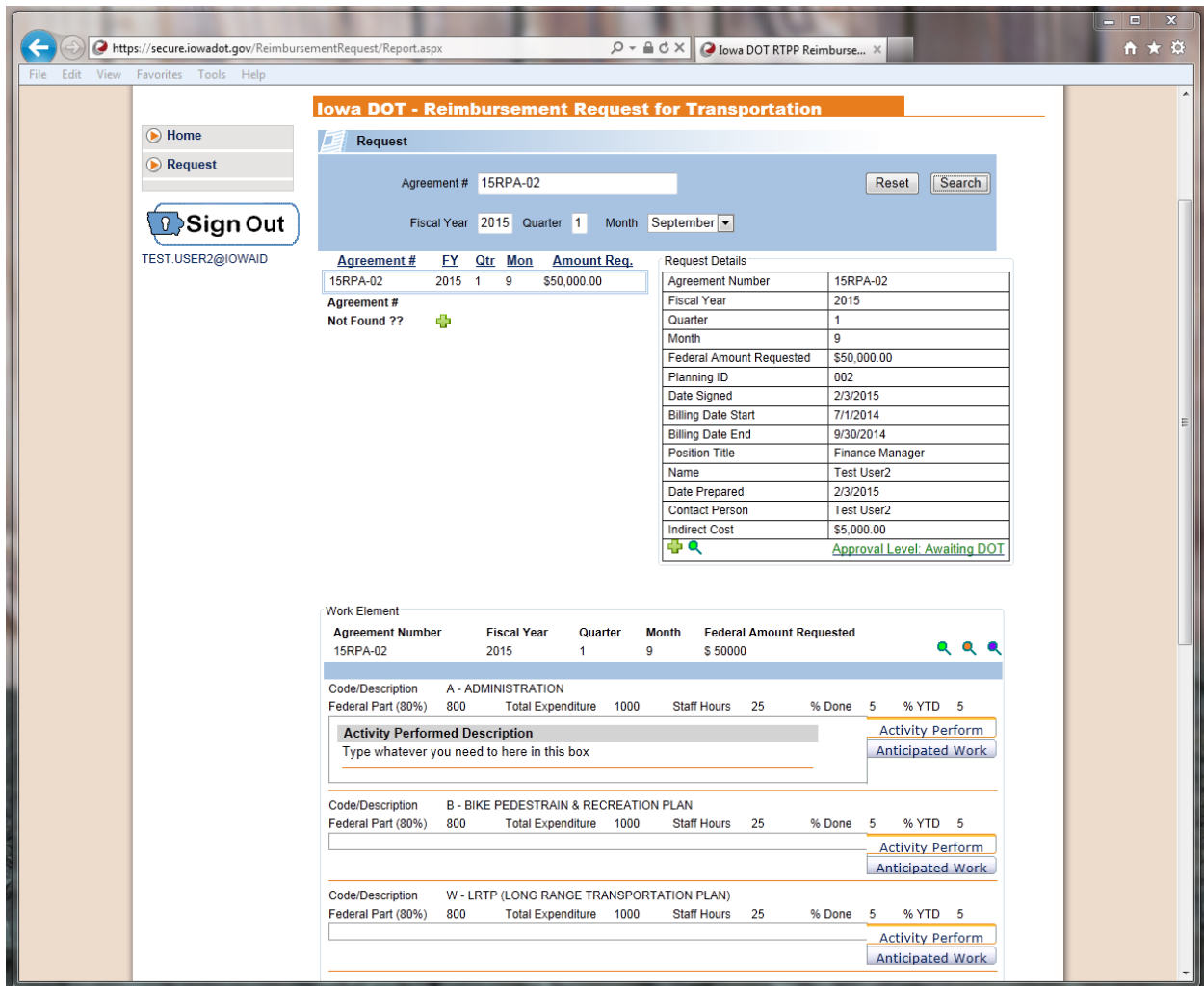
Description	Amount
Salary	100
Benefits	200
other	300

Work Contracted Amount Reporting

Work Element Code	Amount
A - ADMINISTRATION	10000
B - BIKE PEDESTRAIN & RECREATION PLAN	10000
W - LRTP (LONG RANGE TRANSPORTATION PLAN)	10000
XX - TRANSIT PLANNING	10000
HHHH - SHORT RANGE PLANNING	10000

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Once you have finished entering the request there is a  in the bottom of the Request Details box, click on it and this will approve your request. You will notice the Approval Level changed to Awaiting DOT. An email will be sent to the District Planner letting them know that you have submitted a request. ***If you have documents to attach to your request you will need to email those to your District Planner and to the Office of Systems Planning.*** You will be able to watch the status of the request as it moves to the planner (Awaiting Level: DOT) and then to the Office of Systems Planning (Awaiting Level: Completed).




**Iowa DOT - Reimbursement Request for Transportation**

**Request**


Agreement #

Fiscal Year  Quarter  Month

Agreement #	FY	Qtr	Mon	Amount Req.
15RPA-02	2015	1	9	\$50,000.00

Agreement #  
Not Found ?? 

**Request Details**

Agreement Number	15RPA-02
Fiscal Year	2015
Quarter	1
Month	9
Federal Amount Requested	\$50,000.00
Planning ID	002
Date Signed	2/3/2015
Billing Date Start	7/1/2014
Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015
Contact Person	Test User2
Indirect Cost	\$5,000.00
	Approval Level: Awaiting DOT

**Work Element**

Agreement Number	Fiscal Year	Quarter	Month	Federal Amount Requested
15RPA-02	2015	1	9	\$ 50000

Code/Description    A - ADMINISTRATION

Federal Part (80%)	Total Expenditure	Staff Hours	% Done	% YTD
800	1000	25	5	5

**Activity Performed Description**


Type whatever you need to here in this box




Code/Description    B - BIKE PEDESTRAIN & RECREATION PLAN

Federal Part (80%)	Total Expenditure	Staff Hours	% Done	% YTD
800	1000	25	5	5

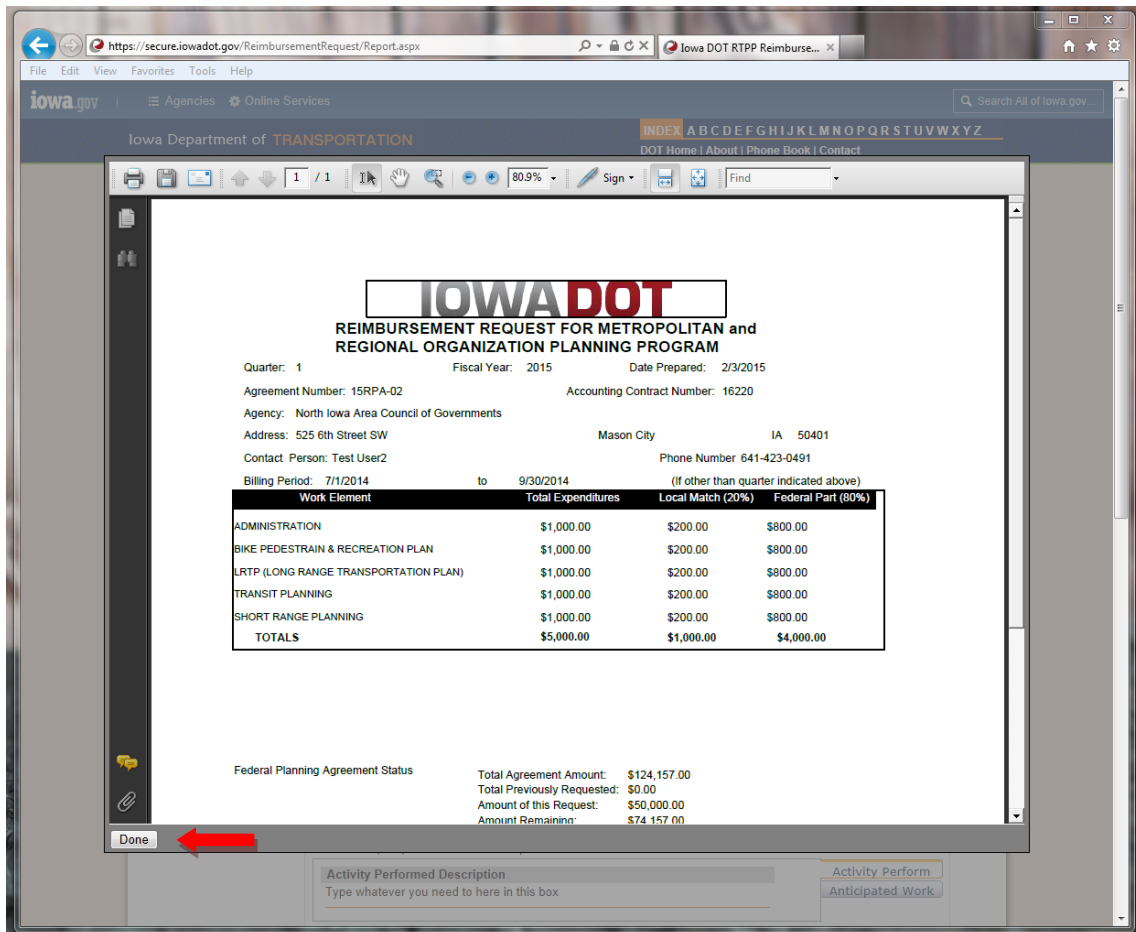
Code/Description    W - LRTP (LONG RANGE TRANSPORTATION PLAN)

Federal Part (80%)	Total Expenditure	Staff Hours	% Done	% YTD
800	1000	25	5	5

There are several icons which will allow you to view/print your reports. The first one is in the Request Details Box (upper right corner) .

Request Details	
Agreement Number	15RPA-02
Fiscal Year	2015
Quarter	2
Month	10
Federal Amount Requested	\$50,000.00
Planning ID	002
Date Signed	
Billing Date Start	10/1/2014
Billing Date End	12/31/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015
Contact Person	Test User2
Indirect Cost	\$5,000.00
   <span style="float: right;">Approval Level: <span style="color: green;">Entry</span></span>	

When done viewing/printing the report you must hit the Done button in the lower left corner. If you do the blue back arrow at the top of your browser it will take you back to the beginning of the request.




**IOWA DOT**  
**REIMBURSEMENT REQUEST FOR METROPOLITAN and REGIONAL ORGANIZATION PLANNING PROGRAM**

Quarter: 1      Fiscal Year: 2015      Date Prepared: 2/3/2015  
 Agreement Number: 15RPA-02      Accounting Contract Number: 16220  
 Agency: North Iowa Area Council of Governments  
 Address: 525 6th Street SW      Mason City      IA 50401  
 Contact Person: Test User2      Phone Number 641-423-0491  
 Billing Period: 7/1/2014 to 9/30/2014 (If other than quarter indicated above)

Work Element	Total Expenditures	Local Match (20%)	Federal Part (80%)
ADMINISTRATION	\$1,000.00	\$200.00	\$800.00
BIKE PEDESTRAIN & RECREATION PLAN	\$1,000.00	\$200.00	\$800.00
LRTP (LONG RANGE TRANSPORTATION PLAN)	\$1,000.00	\$200.00	\$800.00
TRANSIT PLANNING	\$1,000.00	\$200.00	\$800.00
SHORT RANGE PLANNING	\$1,000.00	\$200.00	\$800.00
<b>TOTALS</b>	<b>\$5,000.00</b>	<b>\$1,000.00</b>	<b>\$4,000.00</b>

Federal Planning Agreement Status      Total Agreement Amount: \$124,157.00  
 Total Previously Requested: \$0.00  
 Amount of this Request: \$50,000.00  
 Amount Remaining: \$74,157.00

**Done** 

The next 3 icons will pop up the Work Element (🔍 titled View Work Element Report), the Budget Summary by Category (🔍 titled View Budget Report) and the Budget Summary of Funds (🔍 titled View Federal Budget Report) reports. You can also print all three of these reports. Hit Done when you are finished with the report.

Billing Date End: 9/30/2014  
 Position Title: Finance Manager  
 Name: Test User2  
 Date Prepared: 2/3/2015  
 Contact Person: Test User2  
 Indirect Cost: \$5,000.00  
 Approval Level: Awaiting DOT

**Work Element**  
 Agreement Number: 15RPA-02    Fiscal Year: 2015    Quarter: 1    Month: 9    Federal Amount Requested: \$ 50000

Code/Description	Federal Part (80%)	Total Expenditure	Staff Hours	% Done	% YTD
<b>A - ADMINISTRATION</b>					
800	1000	25	5	5	
Activity Performed Description Type whatever you need to here in this box					
Activity Perform					
Anticipated Work					
<b>B - BIKE PEDESTRAIN &amp; RECREATION PLAN</b>					
800	1000	25	5	5	
Activity Perform					
Anticipated Work					
<b>W - LRTP (LONG RANGE TRANSPORTATION PLAN)</b>					
800	1000	25	5	5	
Activity Perform					
Anticipated Work					
<b>XX - TRANSIT PLANNING</b>					
800	1000	25	5	5	
Activity Perform					
Anticipated Work					
<b>HHHH - SHORT RANGE PLANNING</b>					
800	1000	25	5	5	
Activity Perform					
Anticipated Work					

**Direct Cost Reporting**

Description	Amount
Salary	100
Benefits	200
other	300



Browser address bar: <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>

Browser tabs: Iowa DOT RTPP Reimburse...

Menu: File Edit View Favorites Tools Help

Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015

PDF Viewer toolbar: 1 / 2, 80.2%, Sign, Find

## IOWA DOT

### PROGRESS REPORT for METROPOLITAN and REGIONAL TRANSPORTATION PLANNING ACTIVITIES

Agency Name: North Iowa Area Council of Governments  
 Quarter(s) in which work was incurred: 1  
 Date Request was Prepared: 2/3/2015  
 Report Period: 7/1/2014 to 9/30/2014  
 Person Preparing Report: Test User2

Contract Year: SFY 2015  
 Contract# 16220  
 Phone # 641-423-0491

**Work Element: ADMINISTRATION**

Costs Incurred: \$1,000.00  
 Staff Hours Incurred: 25 Hours  
 % of Work Element Completed During Quarter: 5 %  
 % of Work Element Completed Year to Date: 5 %

Activities Performed (if a task identifier is used (e.g. number, letter or symbol) in TPWP, Please include next to Activity)  
 Type whatever you need to here in this box

Work Anticipated for Next Quarter

**Work Element: BIKE PEDESTRAIN & RECREATION PLAN**

Costs Incurred: \$1,000.00  
 Staff Hours Incurred: 25 Hours  
 % of Work Element Completed During Quarter: 5 %  
 % of Work Element Completed Year to Date: 5 %

Done

Benefits	200
other	300

Browser window: <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx>

Page Title: Iowa DOT RTPP Reimburse...

Metadata:

Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015

# IOWADOT

## Budget Summary by Category (this billing)

Direct Cost	Amount
Salary	\$100
Benefits	\$200
other	\$300
<b>Sub Total</b>	<b>\$600</b>
Indirect Costs	\$5,000
<b>TOTAL of ALL COSTS</b>	<b>\$5,600</b>

Done

Benefits	200
other	300

Browser: <https://secure.iowadot.gov/ReimbursementRequest/Report.aspx> | Iowa DOT RTTPP Reimburse...

Billing Date End	9/30/2014
Position Title	Finance Manager
Name	Test User2
Date Prepared	2/3/2015

**IOWA DOT** 15RPA-02  
**Budget Summary of Federal Funds**

Work Element Code	Total Contracted Amount	Accumulative Amount Spent Prior to this Quarter	Amount Spent this Quarter	Amount Left to be Spent in Contract
A	\$10,000	\$0	\$800	\$9,200
B	\$10,000	\$0	\$800	\$9,200
W	\$10,000	\$0	\$800	\$9,200
HHHH	\$10,000	\$0	\$800	\$9,200
XX	\$10,000	\$0	\$800	\$9,200
<b>TOTALS</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$46,000</b>

Benefits	200
other	300

Done