# **\*\* This template may be edited to fit Member Agencies’ individual formatting standards, but all information must be provided, at minimum\*\***

Click or tap to enter a date.

VTA Accounts Payable

Valley Transportation Authority

3331 N First Street

San Jose, California 95134

RE: Request for Reimbursement of Funds

 2016 Measure B Choose a Program Category.

 Project: [PROJECT NAME]

Request # - Invoice #

2016 Measure B Program Office,

The [CITY/TOWN of XXX] request reimbursement in the amount [$$$] of 2016 Measure B funds. Enclosed with this letter are the invoice and complete substantiation documents associated with the requested reimbursement costs.

Summary of activities performed during the reimbursement request period:

* [Enter activities in a bulleted list]

Balance Summary

|  |  |
| --- | --- |
| Total Allocated | [$$$] |
| Total Reimbursement Received  | [$$$] |
| Total Requested this Invoice | [$$$] |
| **Balance Remaining** | **[$$$]** |

**For Local Streets & Roads Only (check one):**

[ ]  All work locations included in this request for reimbursement is included on the submitted Program of Projects

[ ]  An amended Program of Projects is included in this invoice packet to capture all work locations

Please contact [NAME, EMAIL] with any questions regarding this invoice.

CC:

[Insert any needed CC information here, including the appropriate 2016 Measure B staff.]

Attachments:

[Insert an attachments list.]