# **\*\* 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.]