

## **Reimbursement Request (RR) Spreadsheet**

### **Purpose of Spreadsheet**

The RR spreadsheet is used as a worksheet to identify the corrective action costs being requested for reimbursement by the claimant. In order for a RR package to be reviewed, the claimant must submit a completed spreadsheet containing the following information:

- Invoices to be reimbursed in chronological order
- Cancelled checks, if costs have been paid, specifying which invoice(s) it paid

### **Submitting the Spreadsheet**

It is important to submit both a hard copy and an electronic copy of the completed spreadsheet to the Fund. The hard copy should be included with your RR package and an electronic copy should be provided via email to:

[USTCF\\_Payments@waterboards.ca.gov](mailto:USTCF_Payments@waterboards.ca.gov). By submitting your spreadsheet electronically, it will reduce input errors, redundant data entry and overall processing time.

### **Failure to Submit a Spreadsheet**

If your RR package does not include the hard copy spreadsheet, the Fund will determine that the package is incomplete. Once the RR package is determined incomplete, the package will be returned to the claimant.

### **Spreadsheet Instructions and Template**

The Fund has the instructions and template for the RR spreadsheet available on our web site at:

[www.waterboards.ca.gov/water\\_issues/programs/ustcf/docs/reimbursement\\_instructions/reimbursementrequestforms.pdf](http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/reimbursement_instructions/reimbursementrequestforms.pdf)

To access the template in the Excel format, please use the following link:

[http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/docs/reimbursement\\_instructions/rrspreadsheet.xls](http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/reimbursement_instructions/rrspreadsheet.xls)