





Mid-Coast Water Planning Partnership  
Reimbursement Form

Project Costs:

Activities:

Task	Date	Staff Position	Hours	Rate	Total
				\$60.00	\$
				\$60.00	\$
				\$60.00	\$

Travel or Childcare Needs:

Locations	Date/Time	Distance	Mileage \$0.655/mile	Per Diem	Total
					\$
					\$
					\$

Invoice Total:	\$
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Description of Activities:

I, the undersigned, hereby certify that the above invoice is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_, Seal Rock Water District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Quarterly Reporting Schedule

Quarterly Performance Period	Dates	Reimbursement Requests Due
Q3, 2023	7/1/23 – 9/30/23	TBD
Q4, 2023	10/1/23 – 12/31/23	TBD
Q1, 2024	1/1/24 – 3/31/24	TBD
Q2, 2024	4/1/24 – 6/30/24	TBD
Q3, 2024	7/1/24 – 9/30/24	TBD
Q4, 2024	10/1/24 – 12/31/24	TBD

### Activities Eligible for Reimbursement

Travel-Related: Reimbursement for fuel-related or childcare expenses to attend in-person meetings.

Meetings: Plan, facilitate, or actively participate in Work Group, Coordinating Committee, or Partnership meetings.

Tours: Organize or plan watershed and water system tours associated with Partnership meetings to increase awareness and understanding of regional and local water issues.

Prioritization work: Apply prioritization criteria to score Water Action Plan actions in preparation for Work Group meetings.

Document review: Review and comment on documents as requested (e.g., prioritization approach documents, criteria descriptions, proposed Partnership Charter amendments, etc.)

Note: During Phase 2 (work plan development and early implementation steps), additional activities may be eligible, and this template will be revised as needed.