

| | | | | |
|--|----------------|-----------------------------------|---|----------------|
| STATE OF MONTANA | | | <ul style="list-style-type: none">VENDOR RETURNS SIGNED ORIGINALFILE ORIGINAL WITH TRANSFER-WARRANT CLAIM. | |
| VENDOR INVOICE | | | | |
| VENDOR'S NAME AND ADDRESS | | | BILLED TO | |
| Three Forks PO Box 187 Three Forks, MT 59752 | | | DNRC-CARDD PO Box 201601 Helena, MT 59620-1601 Attn Grant Manager: Coleen O'Rourke | |
| | | | | |
| PROJECT INFORMATION: | | | | |
| Grant Agreement Number: | | AM-22-0070 | Project Name Water System Improvements | |
| Period of Performance: | | 7/1/2025-7/19/2025 | Reimbursement Request Number: 17 | |
| DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED: | | | | |
| Name of Business/Vendor | Invoice Number | Dates of Service/ Invoice Date | Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget) | Amount |
| Great West Engineering | 36851 | 7/22/2025 | Engineering Basic and Professional Services | \$25,609.59 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | GRAND TOTAL | \$25,609.59 |
| STATE USE ONLY APPROVED FOR PAYMENT | | | <i>I certify that this invoice is correct in all respects and that payment has not been received.</i> | |
| | | | Authorized Recipient Name | Randy Johnston |
| | | | Date Processed | |
| Authorized Signature | | Authorized Recipient Signature | | |
| Date | | Title | Mayor | |

[illegible]



2501 Belt View Drive
Helena, MT 59601

Phone: (406) 449-8627

City of Three Forks
PO Box 187
Three Forks, MT 59752

Invoice number 36849
Date 07/22/2025

Project **1-19116 2019 Three Forks On-Call**

Professional Services from July 1, 2025 through July 19, 2025

Work this period included final design items and coordination with DEQ for final approval of well project (wells 11, 12, and 13).

Task Order No. 9 - Water System Improvements - Phase 1

Well 12/2C Design

Professional Fees

| | Hours | Rate | Billed Amount |
|---|-------|--------|---------------|
| Project Assistant | 2.00 | 100.00 | 200.00 |
| Engineer 4 | 6.00 | 194.00 | 1,164.00 |
| Reimbursables | | | |
| | Units | Rate | Billed Amount |
| Postage | | | 10.56 |
| Consultant | | | |
| | Units | Rate | Billed Amount |
| General Consultant | | | |
| Cushing Terrell, Inc. (CTA) | | | 2,500.34 |
| Phase subtotal | | | 3,874.90 |
| Task Order No. 9 - Water System Improvements - Phase 1 subtotal | | | 3,874.90 |

Invoice total **3,874.90**

Invoice Summary

| Description | Contract Amount | Prior Billed | Total Billed | Current Billed |
|--|-----------------|--------------|--------------|----------------|
| 68-13 TASK ORDER NO. 9 - WATER SYSTEM IMPROVEMENTS - PHASE 1 | | | | |
| 68.1-13 TASK 1 - HYDROGEOLOGIC INVESTIGATION | 50,000.00 | 54,503.47 | 54,503.47 | 0.00 |
| 68.2-13 TASK 2: LAND ACQUISITION/ROW | 15,000.00 | 12,353.00 | 12,353.00 | 0.00 |
| 68.3-13 WELL NO. 6 EVALUATION AND DRILLING TEST WELL | 40,000.00 | 37,497.51 | 37,497.51 | 0.00 |
| 68.4-13 EXTENDED PUMP TEST OBSERVATION & EVALUATION | 3,000.00 | 71.00 | 71.00 | 0.00 |
| 68.5-13 DESIGN, PERMITTING, BIDDING, & CONSTRUCTION OF WELL 6A | 43,000.00 | 43,004.00 | 43,004.00 | 0.00 |
| 68.6-13 DESIGN, PERMITTING, REPORTING OF 5 ADDITIONAL TEST WELLS | 37,000.00 | 36,179.61 | 36,179.61 | 0.00 |
| 68.7-13 ADDITIONAL PUBLIC WATER SUPPLY WELLS | 219,000.00 | 192,630.96 | 192,630.96 | 0.00 |
| 68.8-13 WELL 12/2C DESIGN | 113,000.00 | 84,057.84 | 87,932.74 | 3,874.90 |

Invoice Summary

| Description | Contract Amount | Prior Billed | Total Billed | Current Billed |
|--|-----------------|--------------|--------------|----------------|
| 68-13 TASK ORDER NO. 9 - WATER SYSTEM IMPROVEMENTS - PHASE 1 | | | | |
| 68.9-13 WELL 12/2C BIDDING & CM | 51,000.00 | 0.00 | 0.00 | 0.00 |
| 68.10-13 WELL 12/2C DESIGN RPR | 23,000.00 | 0.00 | 0.00 | 0.00 |
| Subtotal | 594,000.00 | 460,297.39 | 464,172.29 | 3,874.90 |
| Total | 594,000.00 | 460,297.39 | 464,172.29 | 3,874.90 |

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|-----------|---------|---------|---------|----------|
| 36616 | 07/01/2025 | 55,016.27 | 55,016.27 | | | | |
| 36849 | 07/22/2025 | 3,874.90 | 3,874.90 | | | | |
| | Total | 58,891.17 | 58,891.17 | 0.00 | 0.00 | 0.00 | 0.00 |

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>.

APPROVED

By Bree Backeberg at 10:11 pm, Jul 10, 2025

1-19116 2019 Three Forks On-Call

**Cushing
Terrell**

Cushing Terrell

Payment Address: PO Box 30071

Billings, MT 59107

Tax ID: 81-0305543 / p 406.248.7455

accountsreceivable@cushingterrell.com

Accounts Payable AP
Great West Engineering, Inc.
bbackeberg@greatwesteng.com
awilliams@greatwesteng.com

June 30, 2025

Invoice No: 197972

**Contract/PO
Number:**

Reference #

Project GWE_THREEF Great West Engineering - Three Forks Well House

Professional Services from May 26, 2025 through June 22, 2025

| | | | |
|------------|-----------|-------------------------------------|-------------------|
| Total Fee | 26,400.00 | | |
| % Complete | 65.96 | Total Earned | 17,413.44 |
| | | Previous Fee Billing | 15,140.40 |
| | | Current Fee Billing | 2,273.04 |
| | | Total Fee | 2,273.04 |
| | | Total Project Invoice Amount | \$2,273.04 |

Outstanding Invoices

| Number | Date | Balance |
|--------------|-----------|------------------|
| 195484 | 4/30/2025 | 5,346.00 |
| 196808 | 5/31/2025 | 5,570.40 |
| Total | | 10,916.40 |

Plus 10% admin fee.

Cushing Terrell would NEVER ask via email for a change in our ACH bank information for payment of invoices. Please verify any changes on remittance accounts directly with Cushing Terrell accounting at (406) 248-7455.



2501 Belt View Drive
Helena, MT 59601

Phone: (406) 449-8627

City of Three Forks
PO Box 187
Three Forks, MT 59752

Invoice number 36851
Date 07/22/2025

Project **1-19116 2019 Three Forks On-Call**

Professional Services from July 1, 2025 through July 19, 2025

Work this period included construction management for the water distribution project including RPR labor and expenses. Work also included grant administration services for the distribution and water supply projects including tasks such as labor compliance reviews, draw packet work, and participation in a funding agency site visit.

Task Order No. 4 - Water System Preliminary Engineering Report

Construction

Professional Fees

| | Hours | Rate | Billed Amount |
|-----------------------|-------|--------|---------------|
| Engineer 4 | 15.25 | 194.00 | 2,958.50 |
| Project Administrator | 0.25 | 152.00 | 38.00 |
| Phase subtotal | | | 2,996.50 |

Resident Project Representative

Professional Fees

| | Hours | Rate | Billed Amount |
|-----------------------------------|--------|--------|---------------|
| Resident Project Representative 1 | 111.00 | 159.00 | 17,649.00 |

Reimbursables

| | Units | Rate | Billed Amount |
|----------------------------|--------|--------|---------------|
| Lodging | 13.00 | 99.00 | 1,287.00 |
| Miles | 524.00 | 0.85 | 445.40 |
| Project Expenses | 1.00 | 49.489 | 49.49 |
| Cellular Telephone Expense | 1.00 | 51.073 | 51.07 |
| Per Diem | 12.00 | 69.30 | 831.60 |
| Phase subtotal | | | 20,313.56 |

Grant Administration

Professional Fees

| | Hours | Rate | Billed Amount |
|-----------------------|-------|--------|---------------|
| Project Assistant | 5.25 | 100.00 | 525.00 |
| Project Administrator | 11.25 | 152.00 | 1,710.00 |

Reimbursables

| | Units | Rate | Billed Amount |
|----------------|--------|------|---------------|
| Miles | 136.00 | 0.85 | 115.60 |
| Phase subtotal | | | 2,350.60 |

Task Order No. 4 - Water System Preliminary Engineering Report subtotal 25,660.66

Invoice total **25,660.66**

Invoice Summary

| Description | Contract Amount | Prior Billed | Total Billed | Current Billed |
|--|-----------------|--------------|--------------|----------------|
| 63-13 TASK ORDER NO. 4 - WATER SYSTEM PRELIMINARY ENGINEERING REPORT | | | | |
| 63.1-13 STUDY & REPORT PHASE | 45,000.00 | 44,996.70 | 44,996.70 | 0.00 |
| 63.2-13 PRELIMINARY DESIGN | 64,000.00 | 63,423.67 | 63,423.67 | 0.00 |
| 63.3-13 PRELIMINARY DESIGN AMEND #3 | 32,000.00 | 13,936.65 | 13,936.65 | 0.00 |
| 63.4-13 FINAL DESIGN | 42,000.00 | 42,826.68 | 42,826.68 | 0.00 |
| 63.5-13 FINAL DESIGN AMEND #3 | 28,000.00 | 364.50 | 364.50 | 0.00 |
| 63.6-13 BIDDING | 28,000.00 | 27,103.64 | 27,103.64 | 0.00 |
| 63.7-13 BIDDING AMEND #3 | 15,000.00 | 0.00 | 0.00 | 0.00 |
| 63.8-13 CONSTRUCTION | 79,000.00 | 20,852.37 | 23,848.87 | 2,996.50 |
| 63.9-13 POST-CONSTRUCTION | 19,000.00 | 0.00 | 0.00 | 0.00 |
| 63.10-13 RESIDENT PROJECT REPRESENTATIVE | 169,000.00 | 97,496.98 | 117,810.54 | 20,313.56 |
| 63.11-13 TSEP GRANT APPLICATION | 9,000.00 | 8,989.15 | 8,989.15 | 0.00 |
| 63.12-13 DNRC RRGL GRANT APPLICATION | 3,000.00 | 2,984.40 | 2,984.40 | 0.00 |
| 63.13-13 GRANT ADMINISTRATION | 60,000.00 | 43,365.75 | 45,716.35 | 2,350.60 |
| 63.14-13 GEOTECHNICAL ANALYSIS | 33,000.00 | 22,634.95 | 22,634.95 | 0.00 |
| 63.15-13 PERMITTING & EASEMENTS | 5,000.00 | 2,684.75 | 2,684.75 | 0.00 |
| Subtotal | 631,000.00 | 391,660.19 | 417,320.85 | 25,660.66 |
| Total | 631,000.00 | 391,660.19 | 417,320.85 | 25,660.66 |

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|-----------|---------|---------|---------|----------|
| 36639 | 07/01/2025 | 71,465.58 | 71,465.58 | | | | |
| 36851 | 07/22/2025 | 25,660.66 | 25,660.66 | | | | |
| | Total | 97,126.24 | 97,126.24 | 0.00 | 0.00 | 0.00 | 0.00 |

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>.



AUTO PARTS

THREE FORKS MOTOR SUPPLY

"THE PARTS HOUSE"

BOX 618: PHONE 285-3212

YOU'LL FIND IT AT CARQUEST!

STORE: 5925

7/7/2025

CASHIER: 5

04:32 PM

Account# 1001 Invoice# 320877

CASH CUSTOMER

COME BACK AND

SEE US AGAIN!

REF# 437757

| Qty | Line | Part/Description | Ext Price | T |
|-----|------|------------------|-----------|---|
| 1 | WIL | W89721 | 44.99 | N |

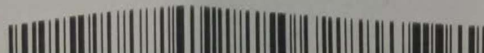
INFRARED THERMOMETER

SUBTOTAL 44.99

TOTAL DUE 44.99

VISA 44.99

WE APPRECIATE YOUR BUSINESS!



| Date | Activity | Invoice Number | Phase ID & Description | Employee | Employee Type | Hours | Billed Rate | Billed Amount | Notes |
|-----------|------------------|----------------|--|-------------------|-----------------------------------|-------|-------------|----------------|---|
| 7/3/2025 | Lodging | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 99.00 | \$ 99.00 | Lodging plus 10% admin fee |
| 7/1/2025 | Lodging | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 99.00 | \$ 99.00 | Lodging plus 10% admin fee |
| 7/2/2025 | Lodging | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 99.00 | \$ 99.00 | Lodging plus 10% admin fee |
| 7/12/2025 | Lodging | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 5 | \$ 99.00 | \$ 495.00 | Lodging plus 10% admin fee |
| 7/19/2025 | Lodging | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 5 | \$ 99.00 | \$ 495.00 | Lodging plus 10% admin fee |
| 7/3/2025 | Per Diem | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 69.30 | \$ 69.30 | Breakfast, lunch, dinner plus 10% admin fee |
| 7/2/2025 | Per Diem | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 69.30 | \$ 69.30 | Breakfast, lunch, dinner plus 10% admin fee |
| 7/1/2025 | Per Diem | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 69.30 | \$ 69.30 | Breakfast, lunch, dinner plus 10% admin fee |
| 7/19/2025 | Per Diem | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 4 | \$ 69.30 | \$ 277.20 | Breakfast, lunch, dinner plus 10% admin fee |
| 7/12/2025 | Per Diem | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 5 | \$ 69.30 | \$ 346.50 | Breakfast, lunch, dinner plus 10% admin fee |
| 7/12/2025 | Project Expenses | 36851 | 63-13 Task Order No. 4 - Water System Preliminary Engineering Report | 63.10 Aric Hammer | Resident Project Representative 1 | 1 | \$ 49.49 | \$ 49.49 | Infrared Thermometer, plus 10% admin fee. RPR tool. |
| | | | | | | | \$ 346.50 | Total Per Diem | |
| | | | | | | | \$ 495.00 | Total Lodging | |

Invoice Detail Lookup

| Date | Invoice Number | Phase ID & Description | Employee | Employee Type | Hours | Billed Rate | Billed Amount | Notes |
|-----------|----------------|---|--------------------|------------------|-------|-------------|---------------|---|
| TOTALS: | | | | | 16.50 | | 2,235.00 | |
| 7/18/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Lori Caplis | Project Assistar | 0.25 | 100.0000 | 25.00 | Labor Compliance - Reviewed Approved the resubmitted CP #1 for subcontractor Rocky Mountain Asphalt. |
| 7/16/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kasia Bothman-Litt | Project Adminis | 0.50 | 152.0000 | 76.00 | Review CPR corrections letter and finalize. |
| 7/16/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Lori Caplis | Project Assistar | 1.25 | 100.0000 | 125.00 | Labor Compliance - Drafted a letter to Emerine Contracting detailing the issues with the CPs they have submitted. |
| 7/15/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Lori Caplis | Project Assistar | 0.25 | 100.0000 | 25.00 | Labor compliance - met with Kasia to discuss CP compliance issues for Emerine Contracting. |
| 7/15/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kasia Bothman-Litt | Project Adminis | 0.25 | 152.0000 | 38.00 | Discussion about CPR issues with Lori. |
| 7/14/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kasia Bothman-Litt | Project Adminis | 0.25 | 152.0000 | 38.00 | Project sign discussion with Susan. |
| 7/10/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Lori Caplis | Project Assistar | 1.00 | 100.0000 | 100.00 | Labor Compliance - Reviewed and identified issues with CPs #10 and #11. |
| 7/9/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kasia Bothman-Litt | Project Adminis | 0.50 | 152.0000 | 76.00 | Finalize draw packets with signed pages. Request updated form. |
| 7/7/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Lori Caplis | Project Assistar | 1.00 | 100.0000 | 100.00 | Labor Compliance - Reviewed and identified issues with CPs #8 and #9. |
| 7/7/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kasia Bothman-Litt | Project Adminis | 6.50 | 152.0000 | 988.00 | Prep for monitoring visit. Travel to Three Forks. Monitoring Visit with funders. Drive back to Helena. |
| 7/7/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Ki-Ai McBride | Project Adminis | 0.25 | 152.0000 | 38.00 | Discuss monitoring visit with grant admin |
| 7/3/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kassandra Quint | Project Adminis | 0.50 | 152.0000 | 76.00 | QAQC |
| 7/2/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Lori Caplis | Project Assistar | 1.50 | 100.0000 | 150.00 | Labor Compliance - Reviewed CPs #8 - #11 (4). |
| 7/1/2025 | 36851 | 63-13 Task Order No. 4 - Water System Pre | Kasia Bothman-Litt | Project Adminis | 2.50 | 152.0000 | 380.00 | Draw packet work. Finalize and submit draw to city for signatures. |



209 S Main Street
PO Box 298
Three Forks, MT 59752

Date Invoice #
7/30/2025 23563

Bill To

City of Three Forks
Fax: 285-3431
PO Box 187
Three Forks, MT 59752

Order No.

P.O. No.

Terms

30 days

| Item | Description | Qty | Rate | Amount |
|------|---|-----|-------------------------|-----------------|
| 4019 | 48"x96" Coroplast 6mm Sign, Water Project | 1 | 175.00 | 175.00 |
| | | | Total | \$175.00 |
| | | | Payments/Credits | \$0.00 |
| | | | Balance Due | \$175.00 |

Phone: 406-285-4556

Fax: 406-285-4724

E-mail: info@mainstreetoffice.com

Contractor's Application for Payment

| | | | |
|----------------------------|--------------------------------|----------------------------------|------------|
| Owner: | CITY OF THREE FORKS | Owner's Project No.: | |
| Engineer: | SUSAN HAYES | Engineer's Project No.: | 1-19116TO4 |
| Contractor: | EMERINE CONTRACTING | Contractor's Project No.: | |
| Project: | THREE FORKS WATER IMPROVEMENTS | | |
| Contract: | THREE FORKS WATER IMPROVEMENTS | | |
| Application No.: | 4 | Application Date: | 7/25/2025 |
| Application Period: | From 6/26/2025 | to | 7/24/2025 |

| | |
|--|-----------------|
| 1. Original Contract Price | \$ 1,808,789.25 |
| 2. Net change by Change Orders | \$ 24,378.44 |
| 3. Current Contract Price (Line 1 + Line 2) | \$ 1,833,167.69 |
| 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) | \$ 1,154,657.40 |
| 5. Retainage | |
| a. 0.05 X \$ 1,132,916.92 Work Completed | \$ 56,645.85 |
| b. 0.05 X \$ 21,740.48 Stored Materials | \$ 1,087.02 |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ 57,732.87 |
| 6. Amount eligible to date (Line 4 - Line 5.c) | \$ 1,096,924.53 |
| 7. Less previous payments (Line 6 from prior application) | \$ 694,021.28 |
| 8. Gross Amount due this application | \$ 402,903.25 |
| 9. 1% MT Gross Receipts Tax (1% x Line 8) | \$ 4,029.03 |
| 10. Unscheduled Employment of the Engineer | \$ - |
| 11. Current Payment Due (less MT GRT) | \$ 398,874.22 |
| 12. Balance to finish including retainage (Line 3 - Line 4 + Line 5c.) | \$ 736,243.16 |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:


- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: KIPP SHUMWAY

Signature: 

Date: 8/6/2025

Recommended by Engineer

By: 
Title: Project Engineer
Date: 8/6/25

Approved by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____



1% Contractor's Gross Receipts Gross Receipts Withholding Return

Form CGR-2 is required to be completed and mailed to the Department of Revenue within 30 days after each payment is made to the prime contractor or subcontractor.

| | | | |
|-----|---|-------|-------------------|
| 1. | Contract awarded by: Enter the federal employer identification number, business name and address. Place an "X" in the "Government Entity" box if you are remitting the 1% contractor's gross receipts payment on behalf of a prime contractor. Place an "X" in the "Prime Contractor" box if you are allocating the 1% contractor's gross receipts from your prime contractor's account to your subcontractor's account. Government Entity <input type="checkbox"/> Prime Contractor <input type="checkbox"/> | | |
| | Federal Identification Number (FEIN) | | |
| | Name | | |
| | Address | | |
| | City | State | Zip Code |
| 2. | Contract awarded to: Enter the federal employer identification number, business name and address. Place an "X" in the "Prime Contractor" box if you are remitting the 1% contractor's gross receipts on behalf of a prime contractor. Place an "X" in the "Subcontractor" box if you are allocating the 1% contractor's gross receipts from your prime contractor's account to your subcontractor's account. Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> | | |
| | Federal Identification Number (FEIN) | | |
| | Name | | |
| | Address | | |
| | City | State | Zip Code |
| 3. | Enter the Government Issued Purchase Order Number here. | | 3. |
| 4. | Enter the contract award date here. | | 4. ____/____/20__ |
| 5. | Enter the month and year this payment was earned. | | 5. ____/20__ |
| 6. | Enter the gross dollar amount due to the prime contractor or subcontractor here. | | 6. \$ |
| 7. | Multiply the amount on line 6 by 1% (.01) and enter the result here. This is your 1% Contractor's Gross Receipts. | | 7. \$ |
| 8. | Subtract line 7 from line 6 and enter the result here. This is the net amount paid to the prime contractor or subcontractor. | | 8. \$ |
| 9. | Check the box below that identifies the type of return you are filing and enter the date the payment was made to the prime contractor or subcontractor. 9. ____/____/20__ 9(a) <input type="checkbox"/> I am enclosing the amount reported on line 7 for credit to my prime contractor's account. 9(b) <input type="checkbox"/> I am allocating the amount reported on line 7 for credit to my subcontractor's account. | | |
| 10. | Enter a description of the work performed under this contract. | | |
| 11. | Enter the location in Montana where this work is performed. Be specific with your description. | | |

| | | |
|---|------------|------|
| Withholding return submitted by: Select the appropriate box identifying which entity is completing this return; sign this return and enter the information requested below. Government Entity <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> | | |
| Preparer's Signature | | |
| Preparer's Title | | Date |
| Telephone Number | Fax Number | |

Progress Estimate - Unit Price Work

Contractor's Application for Payment

| | | | | | | | | | | | | |
|-------------|--------------------------------|--|--|--|--|--|--|--|--|--|---------------------------|------------|
| Owner: | CITY OF THREE FORKS | | | | | | | | | | Owner's Project No.: | |
| Engineer: | SUSAN HAYES | | | | | | | | | | Engineer's Project No.: | 1-19116TO4 |
| Contractor: | EMERINE CONTRACTING | | | | | | | | | | Contractor's Project No.: | |
| Project: | THREE FORKS WATER IMPROVEMENTS | | | | | | | | | | | |
| Contract: | THREE FORKS WATER IMPROVEMENTS | | | | | | | | | | | |

| | | | | | | | | |
|------------------|---|---------------------|------|----------|----|----------|-------------------|----------|
| Application No.: | 4 | Application Period: | From | 06/26/25 | to | 07/24/25 | Application Date: | 07/25/25 |
|------------------|---|---------------------|------|----------|----|----------|-------------------|----------|

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------------------|---|----------------------|-------|-----------------|--------------------------------|---|--|--|--|--------------------------------|--------------------------------|
| Bid Item No. | Description | Contract Information | | | | Work Completed | | Materials Currently Stored (not in G) (\$) | Work Completed and Materials Stored to Date (H + I) (\$) | % of Value of Item (J / F) (%) | Balance to Finish (F - J) (\$) |
| | | Item Quantity | Units | Unit Price (\$) | Value of Bid Item (C X E) (\$) | Estimated Quantity Incorporated in the Work | Value of Work Completed to Date (E X G) (\$) | | | | |
| Original Contract | | | | | | | | | | | |
| 101 | MOBILIZATION | 1.00 | LS | 87,400.00 | 87,400.00 | 0.50 | 43,700.00 | | 43,700.00 | 50% | 43,700.00 |
| 102 | EXPLORATORY EXCAVATION | 16.00 | HR | 350.00 | 5,600.00 | 1.00 | 350.00 | | 350.00 | 6% | 5,250.00 |
| 103 | TRAFFIC CONTROL | 1.00 | LS | 19,140.00 | 19,140.00 | 1.00 | 19,140.00 | | 19,140.00 | 100% | - |
| 104 | 6" IN POLYVINYL CHLORIDE (PVC) WATER MAIN | 3,790.00 | LF | 75.38 | 285,690.20 | 3,790.00 | 285,690.20 | - | 285,690.20 | 100% | - |
| 105 | 6" GATE VALVE WITH VALVE BOX | 15.00 | EA | 2,685.00 | 40,275.00 | 15.00 | 40,275.00 | - | 40,275.00 | 100% | - |
| 106 | 3/4" WATER SERVICE CONNECTION | 53.00 | EA | 2,189.00 | 116,017.00 | 53.00 | 116,017.00 | | 116,017.00 | 100% | - |
| 107 | 3/4" POLYETHYLENE (PE) WATER SERVICE LINE (PAVED) | 1,250.00 | LF | 44.84 | 56,050.00 | 1,020.00 | 45,736.80 | | 45,736.80 | 82% | 10,313.20 |
| 108 | 3/4" POLYETHYLENE (PE) WATER SERVICE LINE (LAWN) | 560.00 | LF | 14.64 | 8,198.40 | 560.00 | 8,198.40 | | 8,198.40 | 100% | - |
| 109 | CONNECT TO EXISTING WATER LINE | 6.00 | EA | 3,854.00 | 23,124.00 | 4.00 | 15,416.00 | | 15,416.00 | 67% | 7,708.00 |
| 110 | 6" FIRE HYDRANT W/AUXILIARY GATE VALVE | - | EA | 2,685.00 | - | - | - | | - | | - |
| 111 | 6" CROSS | 2.00 | EA | 1,784.00 | 3,568.00 | 2.00 | 3,568.00 | | 3,568.00 | 100% | - |
| 112 | 6" x 6" TEE | 12.00 | EA | 2,224.00 | 26,688.00 | 12.00 | 26,688.00 | | 26,688.00 | 100% | - |
| 113 | 6" 45 DEGREE BEND | 16.00 | EA | 1,128.00 | 18,048.00 | 4.00 | 4,512.00 | | 4,512.00 | 25% | 13,536.00 |
| 114 | TYPE A SURFACE RESTORATION (ASPHALT) | 3,790.00 | LF | 53.31 | 202,044.90 | 3,982.00 | 212,280.42 | | 212,280.42 | 105% | (10,235.52) |
| 115 | CURB & GUTTER REMOVAL & REPLACEMENT | 160.00 | LF | 30.00 | 4,800.00 | 36.50 | 1,095.00 | | 1,095.00 | 23% | 3,705.00 |
| 116 | SIDEWALK REMOVAL & REPLACEMENT | 1,325.00 | SF | 20.59 | 27,281.75 | 1,500.00 | 30,885.00 | | 30,885.00 | 113% | (3,603.25) |
| 117 | TEMP. WATER | 1.00 | LS | 2,500.00 | 2,500.00 | | - | | - | 0% | 2,500.00 |
| 118 | TRENCH PLUGS | 10.00 | EA | 3,500.00 | 35,000.00 | | - | | - | 0% | 35,000.00 |
| | | | | | - | | - | | - | | - |
| 201 | MOBILIZATION | 1.00 | LS | 34,700.00 | 34,700.00 | 0.50 | 17,350.00 | | 17,350.00 | 50% | 17,350.00 |
| 202 | EXPLORATORY EXCAVATION | 8.00 | HR | 350.00 | 2,800.00 | | - | | - | 0% | 2,800.00 |
| 203 | TRAFFIC CONTROL | 1.00 | LS | 7,325.00 | 7,325.00 | 0.50 | 3,662.50 | | 3,662.50 | 50% | 3,662.50 |
| 204 | 6" IN POLYVINYL CHLORIDE (PVC) WATER MAIN | 1,450.00 | LF | 74.95 | 108,677.50 | 1,320.00 | 98,934.00 | 1,264.90 | 100,198.90 | 92% | 8,478.60 |
| 205 | 6" GATE VALVE WITH VALVE BOX | 4.00 | EA | 2,685.00 | 10,740.00 | 5.00 | 13,425.00 | - | 13,425.00 | 125% | (2,685.00) |
| 206 | 3/4" WATER SERVICE CONNECTION | 25.00 | EA | 2,120.00 | 53,000.00 | | - | | - | 0% | 53,000.00 |
| 207 | 3/4" POLYETHYLENE (PE) WATER SERVICE LINE (PAVED) | 522.00 | LF | 44.84 | 23,406.48 | | - | | - | 0% | 23,406.48 |
| 208 | 3/4" POLYETHYLENE (PE) WATER SERVICE LINE (LAWN) | 273.00 | LF | 14.64 | 3,996.72 | | - | | - | 0% | 3,996.72 |
| 209 | CONNECT TO EXISTING WATER LINE | 4.00 | EA | 3,983.00 | 15,932.00 | | - | | - | 0% | 15,932.00 |
| 210 | 6" FIRE HYDRANT W/AUXILIARY GATE VALVE | 1.00 | EA | - | - | | - | | - | | - |
| 211 | 6" TEE | 6.00 | EA | 1,812.00 | 10,872.00 | 6.00 | 10,872.00 | | 10,872.00 | 100% | - |

| | | | | | | | | | | | |
|-------------------------------------|--|----------|----|-----------|-----------------|----------|-----------------|--------------|-----------------|------|----------------|
| 212 | 6" 45 DEGREE BEND | 4.00 | EA | 910.00 | 3,640.00 | | - | | - | 0% | 3,640.00 |
| 213 | 6 " PLUG | 1.00 | EA | 203.00 | 203.00 | | - | | - | 0% | 203.00 |
| 214 | TYPE A SURFACE RESTORATION (ASPHALT) | 1,450.00 | LF | 53.31 | 77,299.50 | | - | | - | 0% | 77,299.50 |
| 215 | CURB & GUTTER REMOVAL & REPLACEMENT | 75.00 | LF | 30.00 | 2,250.00 | | - | | - | 0% | 2,250.00 |
| 216 | SIDEWALK REMOVAL & REPLACEMENT | 625.00 | SF | 20.59 | 12,868.75 | | - | | - | 0% | 12,868.75 |
| 217 | TEMP. WATER | 1.00 | LS | 2,500.00 | 2,500.00 | | - | | - | 0% | 2,500.00 |
| 218 | TRENCH PLUGS | 4.00 | EA | 3,500.00 | 14,000.00 | | - | | - | 0% | 14,000.00 |
| | | | | | - | | - | | - | | - |
| 301 | MOBILIZATION | 1.00 | LS | 40,000.00 | 40,000.00 | 0.50 | 20,000.00 | | 20,000.00 | 50% | 20,000.00 |
| 302 | EXPLORATORY EXCAVATION | 8.00 | HR | 350.00 | 2,800.00 | | - | | - | 0% | 2,800.00 |
| 303 | TRAFFIC CONTROL | 1.00 | LS | 8,840.00 | 8,840.00 | 0.50 | 4,420.00 | | 4,420.00 | 50% | 4,420.00 |
| 304 | 6" IN POLYVINYL CHLORIDE (PVC) WATER MAIN | 1,750.00 | LF | 74.88 | 131,040.00 | 400.00 | 29,952.00 | 13,135.50 | 43,087.50 | 33% | 87,952.50 |
| 305 | 6" GATE VALVE WITH VALVE BOX | 8.00 | EA | 2,707.00 | 21,656.00 | | - | 7,340.08 | 7,340.08 | 34% | 14,315.92 |
| 306 | 3/4" WATER SERVICE CONNECTION | 29.00 | EA | 2,121.00 | 61,509.00 | | - | | - | 0% | 61,509.00 |
| 307 | 3/4" POLYETHYLENE (PE) WATER SERVICE LINE (PAVED) | 545.00 | LF | 44.84 | 24,437.80 | | - | | - | 0% | 24,437.80 |
| 308 | 3/4" POLYETHYLENE (PE) WATER SERVICE LINE (LAWN) | 275.00 | LF | 14.64 | 4,026.00 | | - | | - | 0% | 4,026.00 |
| 309 | CONNECT TO EXISTING WATER LINE | 4.00 | EA | 3,854.00 | 15,416.00 | | - | | - | 0% | 15,416.00 |
| 310 | 6" FIRE HYDRANT W/AUXILIARY GATE VALVE | 1.00 | EA | - | - | | - | | - | | - |
| 311 | 6" CROSS | 3.00 | EA | 1,934.00 | 5,802.00 | | - | | - | 0% | 5,802.00 |
| 312 | 6" x 6" TEE | 2.00 | EA | 2,045.00 | 4,090.00 | | - | | - | 0% | 4,090.00 |
| 313 | 6" 45 DEGREE BEND | 8.00 | EA | 1,577.00 | 12,616.00 | | - | | - | | 12,616.00 |
| 314 | TYPE A SURFACE RESTORATION (ASPHALT) | 1,750.00 | LF | 53.31 | 93,292.50 | | - | | - | 0% | 93,292.50 |
| 315 | CURB & GUTTER REMOVAL & REPLACEMENT | 90.00 | LF | 30.00 | 2,700.00 | | - | | - | 0% | 2,700.00 |
| 316 | SIDEWALK REMOVAL & REPLACEMENT | 725.00 | SF | 20.59 | 14,927.75 | | - | | - | 0% | 14,927.75 |
| 317 | TEMP. WATER | 1.00 | LS | 2,500.00 | 2,500.00 | | - | | - | 0% | 2,500.00 |
| 318 | TRENCH PLUGS | 5.00 | EA | 3,500.00 | 17,500.00 | | - | | - | 0% | 17,500.00 |
| | | | | | - | | - | | - | | - |
| Original Contract Totals | | | | | \$ 1,808,789.25 | | \$ 1,052,167.32 | \$ 21,740.48 | \$ 1,073,907.80 | 59% | \$ 734,881.45 |
| | | | | | | | | | | | |
| Change Orders | | | | | | | | | | | |
| | Change Order No. 1 - 2 blocks 2nd Ave, 2 blocks Cedar Ave, 1 block 4th Ave | | | | - | | - | | - | | - |
| | Pit run for stabilization | 100.00 | CY | 44.23 | 4,423.00 | 60.00 | 2,653.80 | | 2,653.80 | 60% | 1,769.20 |
| | Non-woven fabric | 670.00 | LF | 1.47 | 984.90 | 2,471.00 | 3,632.37 | | 3,632.37 | 369% | (2,647.47) |
| | Geo-grid | 670.00 | LF | 2.68 | 1,795.60 | 2,471.00 | 6,622.28 | | 6,622.28 | 369% | (4,826.68) |
| | 3-inch minus subgrade | 348.00 | CY | 46.53 | 16,192.44 | 1,240.00 | 57,697.20 | | 57,697.20 | 356% | (41,504.76) |
| | Smooth drum roller | 20.00 | HR | 115.00 | 2,300.00 | 47.00 | 5,405.00 | | 5,405.00 | 235% | (3,105.00) |
| | 1.5 inch base | 50.00 | CY | (26.35) | (1,317.50) | 53.00 | (1,396.55) | | (1,396.55) | 106% | 79.05 |
| | Saw Cut | - | LF | 1.75 | - | 3,506.00 | 6,135.50 | | 6,135.50 | | (6,135.50) |
| | | | | | - | | - | | - | | - |
| Change Order Totals | | | | | \$ 24,378.44 | | \$ 80,749.60 | \$ - | \$ 80,749.60 | 331% | \$ (56,371.16) |
| | | | | | | | | | | | |
| Original Contract and Change Orders | | | | | | | | | | | |
| Project Totals | | | | | \$ 1,833,167.69 | | \$ 1,132,916.92 | \$ 21,740.48 | \$ 1,154,657.40 | 63% | \$ 678,510.29 |

Stored Materials Summary

Contractor's Application for Payment

| | | | | | | | | | | | | |
|--|-------------------------|---|---|------------------|--|--|--------------------------------------|--|--|---|--|---|
| <div>Owner: CITY OF THREE FORKS</div> <div>Engineer: SUSAN HAYES</div> <div>Contractor: EMERINE CONTRACTING</div> <div>Project: THREE FORKS WATER IMPROVEMENTS</div> <div>Contract: THREE FORKS WATER IMPROVEMENTS</div> | | | | | | <div>Owner's Project No.:</div> <div>Engineer's Project No.: 1-19116TO4</div> <div>Contractor's Project No.:</div> | | | | | | |
| Application No.: 4 | | | | | | | | | | | | |
| Application Period: From 06/26/25 to 07/24/25 | | | | | | | | | | | | |
| Application Date: 07/25/25 | | | | | | | | | | | | |
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab) | Supplier Invoice No. | Submittal No. (with Specification Section No.) | Description of Materials or Equipment Stored | Storage Location | Application No. When Materials Placed in Storage | Materials Stored | | | Incorporated in Work | | | Materials Remaining in Storage (I-L) (\$) |
| | | | | | | Previous Amount Stored (\$) | Amount Stored this Period (\$) | Amount Stored to Date (G+H) (\$) | Amount Previously Incorporated in the Work (\$) | Amount Incorporated in the Work this Period (\$) | Total Amount Incorporated in the Work (J+K) (\$) | |
| 104 | 5312116 | | 6" C900 | CITY YARD | 1 | | 36,876.70 | 36,876.70 | 36,876.70 | | 36,876.70 | - |
| 105 | 5312527 | | 6" GATE VALVE | CITY YARD | 1 | | 13,762.65 | 13,762.65 | 13,762.65 | | 13,762.65 | - |
| 204 | 5312116 | | 6" C900 | CITY YARD | 1 | | 14,108.50 | 14,108.50 | | 12,843.60 | 12,843.60 | 1,264.90 |
| 205 | 5312527 | | 6" GATE VALVE | CITY YARD | 1 | | 3,670.04 | 3,670.04 | | 3,670.04 | 3,670.04 | - |
| 304 | 5312116 | | 6" C900 | CITY YARD | 1 | | 17,027.50 | 17,027.50 | | 3,892.00 | 3,892.00 | 13,135.50 |
| 305 | 5312527 | | 6" GATE VALVE | CITY YARD | 1 | | 7,340.08 | 7,340.08 | | | | 7,340.08 |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| | | | | | | | | - | | | - | - |
| Totals | | | | | | \$ - | \$ 92,785.47 | \$ 92,785.47 | \$ 50,639.35 | \$ 20,405.64 | \$ 71,044.99 | \$ 21,740.48 |

NORTHWEST PIPE FITTINGS, INC.

Servicing Montana and Wyoming Since 1957

Wholesale Plumbing, Heating, Water Works, Industrial Supplies, SERVICE with our own trucks



1725 MAJESTIC LN.
P.O. BOX 1258
BILLINGS, MT 59103
PHONE (406) 252-0142
FAX (406) 249-9072

1901 MEADOWLARK
BUTTE, MT 59701
PHONE (406) 494-2120
FAX (406) 494-3767

404 17TH AVENUE N.E.
GREAT FALLS, MT 59404
PHONE (406) 727-0943
FAX (406) 454-1743

1780 MT HWY 35 EAST
KALISPELL, MT 59901
PHONE (406) 752-6562
FAX (406) 752-6553

360 FLOSS FLATS RD.
BELGRADE, MT 59714
PHONE (406) 388-2045
FAX (406) 388-2093

34930 HWY 23
SIDNEY, MT 59270
PHONE (406) 630-5120
FAX (406) 630-5125

5056 EXPRESSWAY
MISSOULA, MT 59808
PHONE (406) 519-0999

ALWAYS REFER
TO NUMBER BELOW

PAGE NO.

Page 1

INVOICE NO.

5388809

85902

CUST. ACCOUNT NO.

07/31/25

INVOICE DATE

S
O
L
D
T
O

CITY OF THREE FORKS
BOX 187
C/O CITY SHOP
THREE FORKS, MT 59752

S
H
I
P
T
O

CITY OF THREE FORKS
BOX 187
THREE FORKS MT 59752

| DATE SHIPPED | WRITTEN BY | ORDERED BY/REF | P.O. #/JOB NAME | SHIP VIA | TERMS |
|--------------|------------|----------------|---------------------|----------|--------|
| 07/30/25 | CHSL | | HYDRANT REPLACEMENT | OTL | NET 30 |

| ITEM # | QTY. ORDERED | QTY. B.O. | QTY. SHIPPED | DESCRIPTION | UNIT PRICE | DISC. | EXT. PRICE |
|--------|--------------|-----------|--------------|--|------------|-------|------------|
| 1 | 13 | 0 | 13 | 1847927 6" EPOXY COAT IMPORT PVC RESTRAINT W/ACC | \$78.91 | | \$1,025.83 |
| 2 | 5 | 0 | 5 | 1781600 6860-DD HD 3-PC VALVE BOX COMPLETE W/BASE - IMPORT | \$248.68 | | \$1,243.40 |
| 3 | 3 | 1 | 2 | 2130910 K81-D 6'0" HYDRANT 6" MJ SHOE OL L/ACCESSORIES . TRANSFER# 0710433140 FROM BRANCH# 6 . TRANSFER# 0710433167 FROM BRANCH# 7 | \$3,572.55 | | \$7,145.10 |
| 4 | 4 | 0 | 4 | 2130505 8571 6" MJ GATE VALVE OL L/ACCESSORIES | \$1,071.38 | | \$4,285.52 |
| 5 | 2 | 0 | 2 | 2130924 K81-D 6'6" HYDRANT 6" MJ SHOE OL L/ACC . TRANSFER# 0710433141 FROM BRANCH# 7 | \$3,648.49 | | \$7,296.98 |
| 6 | 5 | 0 | 5 | 1781603 6860 26T SCREW TYPE TOP ONLY - IMPORT | \$71.05 | | \$355.25 |

ITEMS ORDERED BUT NOT SHIPPED
HAVE BEEN CANCELED AND WILL
NOT BE SHIPPED UNLESS ENTERED
IN COLUMN HEADED 'B.O.' ITEMS
ENTERED IN 'B.O.' COLUMN WILL
BE SHIPPED UPON RECEIPT.

PAST DUE ACCOUNTS SUBJECT TO
TIME PAY DIFFERENTIAL OF 1.5% PER MONTH

(REMIT TO P.O. BOX 1258, BILLINGS, MT 59103)

PAY ONLINE
<https://apps.northwestpipe.net/pay>

| | |
|--------------|-------------|
| SALE AMOUNT | \$21,352.08 |
| MISC CHARGES | \$0.00 |
| SALES TAX | \$0.00 |
| FREIGHT | \$0.00 |
| TOTAL | \$21,352.08 |

Great West Engineering, Inc.

Updated Per Diem Rates – Effective 1/1/2025

BILLABLE MEALS—Per Diem rates are to be used for all billable projects if you are traveling 35 miles or more from your home office.

| Time Range Allowed | Meal | Reimbursement Rate |
|-------------------------|-----------|--------------------|
| 12:01 a.m. to 7:00 a.m. | Breakfast | \$16.00 |
| 10:00 a.m. to 3:00 p.m. | Lunch | \$19.00 |
| 7:00 p.m. to midnight | Dinner | \$28.00 |

NON-BILLABLE MEALS AND OTHER EXPENSES – Actual detailed receipts are required. Detailed receipts are required for client meals and/or client entertainment. Charges should be reasonable and typically not exceed the above meal amounts. (This includes P#s, Professional Development, Marketing Trips/Conferences, etc.)

LODGING—Actual detailed receipts are required for lodging.

RPR LODGING—Actual detailed receipts are required for lodging. If you have an extended hotel stay, please receive prior approval from the PM. Reimbursement will be from the detailed receipts. If you provide your own lodging (RV, Trailer, Friend, Family, or other arrangement with prior approval from the President) Great West will reimburse your lodging per diem of the equivalent cost of a reasonable hotel in the area of the project site up to a maximum of \$90 per night.

MILEAGE—We will reimburse at the federal mileage rate. A mileage log must be attached to your expense report in order to be reimbursed for personal vehicle mileage.

Please fill out an electronic expense report, attach required receipts, and submit to Accounting for processing. Submitting an expense report does not guarantee payment. Payment is processed on the following payroll upon managerial approval.

| | |
|--|-----------------|
| Leave after 7:00 a.m. | Breakfast - NO |
| Leave before 7:00 a.m. or stayed overnight | Breakfast – YES |
| Leave before Noon | Lunch – YES |
| Still traveling after 7:00 p.m. | Dinner - YES |

If you have any questions, please see your Supervisor, Business Unit Manager or Human Resources.