

SOUTH CAROLINA AERONAUTICS COMMISSION (SCAC) REIMBURSEMENT REQUIREMENTS

The following forms and / or related information are required by the South Carolina Aeronautics Commission for grant reimbursement:

Items required for Periodic Reimbursement:

- ☐ Copies of paid bills or invoices. Statements or proposals are not acceptable.
- ☐ Copies of cancelled checks (originals), both sides; or bank statement reflecting the paid invoice; or copies of Electronic Fund Transfer (EFT) receipts.
- ☐ Documentation for all administrative costs (time sheets and receipts) directly related to the project, if reimbursement is requested.
- ☐ Request for reimbursement (RFR) form signed by the Airport Sponsor.
- ☐ Tabulation form listing details of project costs and associated proof of payment.

Additional items required prior to Final Reimbursement:

- ☐ If this is an AIP-funded project, a copy of the project / grant closeout documentation.
- ☐ A copy of the project manual (if applicable) stamped by the engineering firm and project manager. Project manual shall include but not limited to the project proposal, instruction to bidders, contract requirements, specifications, and bidding requirements, unit cost, and any addendums related to the project.
- ☐ An engineer's report and geo-technical report (if applicable).
- ☐ A copy of signed contracts between the Owner and the contractor, and the Owner and the engineer.
- ☐ A copy of record drawings or as-built plans.
- ☐ Cost and unit cost summary of the project broken out by categories (i.e., Construction, Engineering, Administration, In-Kind Services, etc.)
- ☐ A copy of any lease that may be affected by the installation, construction, or improvement.
- ☐ Copy of the certificate of insurance – terminal buildings, lighting system, and electronic

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- ☐ A copy of the certified bid tabulations.
- ☐ Copies of time sheets, equipment cost, etc., if force account work or "in-kind services" is involved.
- ☐ Project images.