

# DBE REIMBURSEMENT REQUEST

North Dakota Department of Transportation, Civil Rights

SFN 62056 (10-2021)

Firm Name	Owner Name	
Email	Telephone Number	Date

Pre-Approval (Expense not yet incurred): Submit receipts and proof of payment after expense has been paid.  
\*Proof of cost must be attached with form (example:screen shot of online software cost, quote from website developer, etc.)

Reimbursement (Expense incurred): Include receipts and proof of payment (paid stamp is not acceptable proof of payment).

Indicate the type of expense(s) and amount you are seeking reimbursement for. If seeking pre-approval, enter the estimated cost and date (you will not be reimbursed for an amount over the actual cost):

<input type="checkbox"/> Training, education, or certification class (provide documentation of training)	\$	Date(s) of Training
<input type="checkbox"/> Association/Organization Membership Costs	\$	Date Fee Incurred
<input type="checkbox"/> Accounting Software	\$	Date Fee Incurred
<input type="checkbox"/> Website Design/Update or Logo Creation (maintenance fee is not reimbursable)	\$	Date Fee Incurred
<input type="checkbox"/> Estimating/Project Scheduling Software	\$	Date Fee Incurred
<input type="checkbox"/> Other	\$	Date Fee Incurred
Total		

**Only North Dakota based Certified DBE firms working on or actively pursuing NDDOT projects qualify for reimbursement per the parameters of approved funding from FHWA.**

All expenses are reviewed for approval on a case-by-case basis. Reimbursements cannot exceed \$1,000 per firm. Multiple forms may be submitted per firm, not to exceed the \$1,000 cap. Funds are available on a first come first served basis. Availability of funds is contingent on NDDOT receiving appropriate allocation of funds from FHWA in our supportive services contract.

Items indicated above are generally allowable. Although not all inclusive, items indicated below will NOT be allowed:

- Advertising
- Trade Shows
- Office Furnishings
- Equipment/Clothing
- Lobby Fees
- Salaries/Personnel Benefits
- Utilities

Reimbursements are issued through the State of North Dakota. You must be registered to receive payment from the State of North Dakota through PeopleSoft System-Vendor Registry. If you are not registered or are unsure if you are registered, you must attach a completed W-9 form to be reimbursed. You can find the form online at : <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Return completed form(s) and proof of payment documentation to: [civilrights@nd.gov](mailto:civilrights@nd.gov)**

THIS SECTION FOR NDDOT USE ONLY		
NDDOT AUTHORIZED SIGNATURE	DATE	APPROVED AMOUNT
<input type="checkbox"/> HIGHWAY RELATED DBE BASED IN NORTH DAKOTA	<input type="checkbox"/> APPROPRIATE DOCUMENTATION ATTACHED	
<input type="checkbox"/> CURRENT W-9 ON FILE WITH NDDOT	<input type="checkbox"/> EXPENSE ALLOWABLE	
NOTES		