



Phase III Expense Report Instructions

New York State Office of Parks, Recreation and Historic Preservation (OPRHP) 2024-2025 Snowmobile Trail Grant-In-Aid Program

The Phase III Expense Report form is provided in a standard MS Excel format for the use of Local Sponsors and TMEs to claim reimbursement by the Phase III Deadline of May 31st each year. Please sign and include the Certification for Payment form (.pdf) with your submission.

Summary Sheet Instructions (for Local Sponsor)

The Summary Sheet (1st tab of the form) must be provided by the Local Sponsor to OPRHP by the Phase III deadline in order to be eligible for reimbursement. The Sheet may be provided as an excel file or as a PDF. The sheet may be filled out on its own or auto-filled as part of the subsequent TME sheets.

- **Local Sponsor Jurisdiction**
 - Enter the name of your municipality or county.
- **Expense Period**
 - From April 1 of the prior year to March 31 of the following year.
- **TME Expense Information**
 - **TME Name:** Enter the name of the TME. If the following TME worksheets are filled in, this value will auto-fill.
 - **Trail Maintenance Volunteer Labor:** The total dollar value compensation for volunteer labor for each TME. If the TME worksheets are filled in, this value will auto-fill.
 - **Equipment Usage Expenses:** The total dollar value compensation for equipment usage, based on the official Equipment Rate Chart. If the TME worksheets are filled in, this value will auto-fill.
 - **Groomer Usage Expenses:** The total dollar value compensation for groomer usage for each TME. If the TME worksheets are filled in, this value will auto-fill.
 - **Material Expenses:** The total dollar value of lumber, stone, or other trail maintenance material purchases made by each TME. If the TME worksheets are filled in, this value will auto-fill.
 - **Signage Expenses:** The total dollar value of signs or sign posting material purchases made by each TME. If the TME worksheets are filled in, this value will auto-fill.
 - **Insurance Expenses:** The total dollar value spent on insurance policies taken out by each TME. If the TME worksheets are filled in, this value will auto-fill.
 - **Registration Expenses:** The total dollar value spent on snowmobile registration by each TME. If the TME worksheets are filled in, this value will auto-fill.
- **Local Sponsor Administrative Expense Information**
 - **Employee Name and Title:** Enter the name and title of the employee as it appears on their supporting payroll documentation.
 - **Description of Work:** Provide a detailed description of the duties performed by the named employee under the Snowmobile Trail Grant-in-Aid program.
 - **Hours Worked:** The sum total best estimate for hours worked on the Snowmobile Trail Grant-in-Aid program.



- **Normal Hourly Rate of Compensation:** The non-overtime per hour compensation received by the employee for hours worked.
- **Total Compensation:** This field will auto-fill once Hours Worked and Normal Hourly Rate of Compensation is filled in.
- Please refer to Phase III guidance within current Grant Documentation for additional info. on reimbursement and documentation requirements for Local Sponsors.

TME Sheet Instructions (for each TME)

The TME sheets (all subsequent tabs of the form) are provided as a standard template for TMEs to report their summary expenses to the Local Sponsor. Supporting documentation, such as invoices or proof of purchases, must be attached separate from the Excel spreadsheet.

- **Heading**
 - **TME Name:** Enter the TME name in the indicated cell.
 - **Summary Table:** Table will auto-fill when expense tables are filled out.
- **Trail Maintenance Volunteer Labor** Per-hour compensation for volunteer labor.
 - **Date** Enter the date of work performed.
 - **Volunteer Name** Enter the name of the single volunteer.
 - **Trail Worked** Enter the funded trail name (C7, S72, etc) that the work was performed on.
 - **Description of Work** Enter the specific description of what work was performed, such as “bridge repair” or “brush cutting.” **If groomer assistant time is being claimed, please enter "groomer assistant" and specify which groomer the assistant was accompanying.**
 - **Hours Worked** The amount of hours worked by the single volunteer, as a number.
 - **Total Compensation** Any labor other than groomer assistant labor may be claimed at \$15.00 an hour. Groomer assistant labor must be claimed at \$7.50 an hour. **Please make certain labor is being claimed at the correct rate.**
- **Equipment Usage Expenses** Per-hour compensation for club-owned equipment usage.
 - **Date** Enter the date of work performed.
 - **Operator Name** Enter the name of the equipment operator.
 - **Trail Worked** Enter the funded trail name (C7, S72, etc) that the equipment was operated on.
 - **Equipment Used** Enter the equipment used as it appears in the equipment rate chart on the left hand side of the table.
 - **Rate** Enter the rate associated with the equipment used from the equipment rate chart on the left hand side of the table.
 - **Hours Used** The amount of hours the equipment was operated, as a number.
 - **Total Compensation** The total dollar value compensation for the operation of the equipment. This cell should auto-fill when the **Rate** and **Hours Used** cells are filled out.
- **Groomer Usage Expenses** Per-hour compensation for club-owned or leased groomer usage.
 - **Date** Enter the date of grooming.
 - **Groomer Operator** Enter the name of the groomer operator.
 - **Trail(s) groomed** Enter the funded trail name (C7, S72, etc) that the groomer was operated on.
 - **Groomer Used** Enter the VIN for the groomer used, as provided in the Phase II Equipment List for the TME and from the Club Groomer List on the right hand side of the table.
 - **Rate** Enter the correct rate for the groomer used. Rates are listed above and to the left of the Groomer Usage Expenses. Flat Rates must be used for **club owned** groomers. Usage Rates must be used for **club rented or leased** groomers.



- **Hours Groomed** The amount of hours the groomer was operated, as a number.
- **Total Compensation** The total dollar value compensation for the operation of the groomer.
- **Material Expenses** Expense-based compensation for trail maintenance associated materials, including lumber, gravel, paint, etc.
 - **Date** The date the cost was incurred.
 - **Vendor** The name of the company or individual that the material was purchased from.
 - **Description of Purchase** The general description of the item purchased.
 - **Cost** The cost of the item purchased without tax as listed on the original invoice or receipt.
 - **Proof of Purchase Number** An identifying number from the invoice or receipt or one given by the TME in their supporting documentation.
 - **Proof of Payment Number** An identifying number from the bank statement, credit card statement or canceled check, or one given by the TME in their supporting documentation.
- **Signage expenses** Expense-based compensation for trail signs or materials related to sign posting.
 - **Date** The date the cost was incurred.
 - **Vendor** The name of the company or individual that the material was purchased from.
 - **Description of Purchase** The general description of the item purchased.
 - **Cost** The cost of the item purchased without tax as listed on the original invoice or receipt.
 - **Proof of Purchase Number** An identifying number from the invoice or receipt or one given by the TME in their supporting documentation.
 - **Proof of Payment Number** An identifying number from the bank statement, credit card statement or canceled check, or one given by the TME in their supporting documentation.
- **Insurance, Permit and Sub-contractual expenses** Expense-based compensation for equipment or groomer insurance policies, land use permits with cost, or other subcontracts.
 - **Date** The date the cost was incurred.
 - **Vendor** The name of the company the insurance policy was taken out with.
 - **Description of Contract** The description of the contract held by the TME.
 - **Cost** The total dollar value paid in the grant year for the contract, without tax, as listed on the original invoice or receipt.
 - **Proof of Purchase Number** An identifying number from the invoice or receipt or one given by the TME in their supporting documentation.
 - **Proof of Payment Number** An identifying number from the bank statement, credit card statement or canceled check, or one given by the TME in their supporting documentation.
- **Registration expenses** Expense-based compensation for snowmobile or groomer registration expenses.
 - **Date** The date the cost was incurred.
 - **Vehicle Registered** The make and model of the snowmobile or groomer registered.
 - **VIN Registered** The associated identification number of the snowmobile registered.
 - **Cost** The cost of the item purchased without tax as listed on the original invoice or receipt.
 - **Proof of Purchase Number** An identifying number from the invoice or receipt or one given by the TME in their supporting documentation.
 - **Proof of Payment Number** An identifying number from the bank statement, credit card statement or canceled check, or one given by the TME in their supporting documentation.

Excel Entry Examples (for each category)

Trail Maintenance Volunteer Labor and Equipment Usage					
Date	Volunteer Name	Trail Work	Description of Work	Hours Worked	Total Compensation
1/1/1900	Ex. Ample	C7	Brushing	1	\$ 15.00

Equipment Usage			
Equipment Used	Rate for Equipment Use (See right table)	Hours Used	Total Equipment Usage (\$)
Tractor with Loader, Backhoes [bucket cap. up to 1.5 cubic yards] (medium)	\$ 33.60	1.00	\$ 33.60

Class A Flat Rate	Class B Flat Rate	Class C Flat Rate	Class D Flat Rate	Class E Flat Rate
\$143.00	\$108.00	\$63.00	\$46.00	\$34.00

Groomer Usage Expenses								Club Groomer List						
Groomer Type	Rate	Date	Groomer Opera	Trail(s) groom	Groomer Us	Rate	Hours Groom	Total Usage (\$)	Make	Model	Class	VIN	Owned	Leased/Rented
Class A Usage Rate	\$ 91.00	1/1/1900	Ex. Ample	C7	KGA3111	\$143.00	10	\$ 1,430.00	Pisten Bully	100	A	KGA3111	Y	
Class B Usage Rate	\$ 68.00							\$ -						
Class C Usage Rate	\$ 38.00							\$ -						
Class D Usage Rate	\$ 27.00							\$ -						
Class E Usage Rate	\$ 23.00							\$ -						



Local Sponsor Administrative Expense Information

Employee Name and Title	Description of Work	Hours Worked	Normal Hourly Rate of Pay	Total
E. Xample - Executive Officer	Drafting contracts with TME, reviewing TME reimbursement documentation	21.00	\$18.00	\$ 378.00

Material Expenses					
Date	Vendor	Description of Purchase	Cost	Proof of Purchase Number	Proof of Payment Number
1/1/1900	Lowes	12 SPF 2x4 for c7b bridge	\$ 145.00	1234567	7654321

Signage Expenses					
Date	Vendor	Description of Purchase	Cost	Proof of Purchase Number	Proof of Payment Number
1/1/1900	Voss	17 Stop Ahead signs	\$ 331.00	98765	5678

Insurance Expenses					
Date	Vendor	Description of Policy	Cost	Proof of Purchase Number	Proof of Payment Number
1/1/1900	Mom n' Pop Insurance	Groomer damage insurance	\$ 1,200.00	5346	334636

Registration Expenses					
Date	Vehicle Registered	Vehicle VIN Registered	Cost	Proof of Purchase Number	Proof of Payment Number
1/1/1900	SkiDoo Skandic	VGA1234	\$ 135.00	1	25