



Phase III Expense Report Instructions

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

The Phase III Expense Report is provided as a standard format for the use of Local Sponsors and TMEs to claim reimbursement at the Phase III Deadline of May 31st each year.

Summary Sheet Instructions (for Local Sponsor)

The Summary Sheet 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 following 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 Admin Information**
 - **Employee Name** Enter the name of the employee as it appears on their supporting payroll documentation.
 - **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.

TME Sheet Instructions (for each TME)

The TME sheet is 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.”
 - **Hours Worked** The amount of hours worked by the single volunteer, as a number.
 - **Rate** Enter either \$15.50 for trail maintenance volunteer labor or \$7.75 for groomer assistants.
 - **Total Compensation** The total dollar value compensation will autofill when hours worked and rate cells are filled out.
- **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 from the dropdown list.
 - **Rate** Will autofill based on Equipment Used selection.
 - **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** Select the groomer used from the dropdown list. **TME Groomer List must be filled out for list to populate.**
 - **Class** Select the correct class for groomer selected from dropdown list.
 - **Rate** Will autofill based on **Class** selection.
 - **Miles Groomed** Enter miles groomed that day for that groomer, as a number.



- **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. Will autofill based on Rate and Hours Groomed values.
- **Material Expenses** Expense-based compensation for trail maintenance associated materials, including lumber, gravel, paint, etc, as well as costs associated with trainings.
 - **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 Subcontract expenses** Expense-based compensation for equipment or groomer insurance policies, land use permits, or subcontracts, such as equipment rentals.
 - **Date** The date the cost was incurred.
 - **Vendor** The name of the company the insurance policy was taken out with.
 - **Description of Policy** The description of the policy held by the TME.
 - **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.
- **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 (Dropdown)	Rate (Auto selects)	Hours Used	Total Equipment Usage (\$)
Chain Saw \$2.10	\$2.10	2.00	\$ 4.20

Groomer Usage Expenses										Groomer list				
Groomer Type	Rate	Date	Groomer Operator	Trail(s) groomed	Groomer Used (dropdown)	Rate	Miles Groomed	Hours Groomed	Total Usage (\$)	Year/Make/Model	Class (A-E)	VIN		
Class A Usage Rate	\$ 100.00	1/1/2025	Snowmobile Unit	C4	2010 Pisten Bully 100	\$157.00		25	\$2.00	\$	314.00	2010 Pisten Bully 100		
Class B Usage Rate	\$ 75.00									\$	-			
Class C Usage Rate	\$ 42.00									\$	-			
Class D Usage Rate	\$ 30.00									\$	-			
Class E Usage Rate	\$ 25.00									\$	-			
Class A Flat Rate	\$ 157.00									\$	-			
Class B Flat Rate	\$ 119.00									\$	-			
Class C Flat Rate	\$ 69.00									\$	-			
Class D Flat Rate	\$ 51.00									\$	-			
Class E Flat Rate	\$ 37.00									\$	-			



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, Permit or Subcontract Expenses

Date	Vendor	Description of Contract	Cost	Proof of Purchase Number	Proof of Payment Number
1/1/2025	Insurance	Volunteer insurance	\$ 1,000.00		
1/2/2025	Equipment Rental	Excavator for C7A	\$ 250.00		
1/3/2025	Land Use Permit	Canal segment of C4	\$ 200.00		

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

