



American Trails

PO Box 491797
Redding, California 96049-1797
(530) 605-4395
Fax: (530) 867-9014
trailhead@americantrails.org

Updated 7.26.2023

Legacy Trails Program

Quick Guide to Reimbursement Invoices

How are the Legacy Trails Program funds managed?

This funding program is part of a larger Forest Service Challenge Cost-Share Agreement and therefore all funds are managed as reimbursable funds. This means that organizations must complete work first, then seek reimbursement based on the approved budget and work plan provided as part of the program. Awarded organizations will submit invoices, based on their actual project expenses, for reimbursement periodically.

How frequently will project costs be reimbursed?

Reimbursement is based on when invoices are submitted. Organizations may choose to submit invoices monthly, several times during the agreement period, or just at the completion of the project. The choice is your based on your organization cash flow needs. If monthly, invoices should be submitted by the 1st of each month, for work completed during the previous month or period, during the life of these project agreements until awarded funds are expended. *If your invoice is received after the 1st of the month, it will be processed on the next month's billing period.* American Trails consolidates all invoices received by the 1st to submit a payment request to the Forest Service by the 15th of the month. It then takes 45-60 days for payment to reach American Trails and reimbursements to be issued to organizations. We usually make direct deposits to your organization within 5-10 business days of the receipt of funds.

How do I invoice American Trails?

Please go to the American Trails website and navigate to our [Awardee Portal](#). From here you can review and download our Excel-based Invoice Template to prepare your invoices, and use our digital Invoicing Portal to upload your invoices and other documentation.

Do I need to let my local FS person know when I invoice American Trails?

Yes, grant recipients should notify their local Forest Service contact person and attach a copy of the invoice each time you upload an invoice to American Trails through our Invoice Portal.

What paperwork needs to be submitted?

Please submit the invoice and receipts for the items you included in your project proposal and in the invoice template we have provided. Seek your reimbursements using the same categories and cost items. American Trails will review your invoices against the budget of the proposal. Small variances of up to 10% between categories are allowed without prior approval as long as the total grant funding is not exceeded. Variances of more than 10% need prior approval.



American Trails

PO Box 491797
Redding, California 96049-1797
(530) 605-4395
Fax: (530) 867-9014
trailhead@americantrails.org

What do I do with my receipts?

Please keep all receipts. When you submit your invoices please attach scanned copies (.pdf's) of all materials, equipment, supplies, contract payments, etc, that are purchased with these funds. For the project overhead category of your budget, please also document personnel and fringe benefits paid through this grant and submit timecard(s) and/or payroll reports with each invoice. If there are questions about any requests, we may ask for copies of any other relevant paperwork. Receipts should be kept for three years following the project in case we need to request that information for an audit.

Please keep personnel records applied to project overhead on file for at least 3 years.

How does my organization receive reimbursement?

American Trails will provide reimbursement through Direct Deposit to your bank account. There have been problems in the past with lost checks and delays when mailing checks. Please fill out a Direct Deposit form. If your organization does not have the ability to receive Direct Deposit, please notify us so alternate arrangements can be made.

Other Questions?

Please feel free to contact Candace Gallagher, American Trails Operations Director at Candace@americantrails.org for other invoicing questions.