

HELPFUL HINTS FOR REQUESTING REIMBURSEMENT FROM MO PSTIF

All costs must be pre-approved by us.

A completed Payment Request Form is required with each reimbursement request.

All invoices must be made out to the Fund participant or beneficiary.

Include backup invoices for disposal of soil and/or water, laboratory analysis, and drilling. Landfill invoices must include both the quantity and dollar amount.

If laboratory invoices are submitted, be sure the analytical data and report(s) have also been sent to us.

Invoices must coincide with pre-approved cost estimates. Lump sum estimates and invoices are acceptable for pre-approved projects, as long as backup invoices for lab and drilling are also provided.

On tank closures, we require invoices for release confirmation, tank/piping removal, and disposal of tank and contents, even though these are not eligible for reimbursement.

A lien waiver, proof of payment, or joint-pay request is required for work performed on sites where the Fund participant or beneficiary is not the landowner.

Clearly itemize excavation and hauling expenses. We need total weight or volume and charge per ton or yard.

Clearly itemize expenses for clean fill, including hauling. We need total weight or volume and the charge per ton or yard.

Clearly itemize consulting time and reporting charges. Time sheets may be required.