**Section 600.40 Reimbursement Process**

a) Invoices and supporting documentation verifying payments made by the public port district under this Program shall be submitted to the Department in duplicate.

b) Supporting documentation shall include, at a minimum:

1) Copies of all cancelled checks. If cancelled checks are not available, an affidavit from the recipient that payment was made;

2) An itemization of all direct costs and unit rates for each direct cost item;

3) A list of employees by classification, time spent by each employee on the project for the invoice service period, and the hourly rate of each employee; and

4) The low bid amount and award date, if applicable.