

REIMBURSEMENT CHECKLIST

Tips to make Reimbursement Requests Quick and Easy!



Use this Checklist to ensure that you don't miss any important payment requirements for Reimbursement Requests for the 2Ghz Relocation Program.

1	Complete a Sprint Nextel <i>Relocation Cover Sheet</i>
2	Include Station <i>Call letters</i> (or Helicopter Tail Name) and <i>Deal Number</i>
3	Provide Email and contact information for questions regarding the reimbursement submission
4	Sign and Date the Relocation Cover Sheet
5	Include receipts for the Deal noted on the Cover Sheet ONLY (<i>i.e., I am not including receipts for other stations in this receipt package</i>)
6	Match the Amount on the Cover Sheet to the Invoice(s)
	Ensure each invoice referenced on the Cover Sheet is included
7	Submit invoices, station log/timesheet, and invoice supporting documentation (<i>i.e., I am not submitting any Quotes in lieu of a formal invoice</i>)
8	Validate every invoice includes line-item details:
	<i>Work Description</i>
	<i>Hours Worked and/or Hourly Rate</i>
	<i>Line-Item Amount</i>
9	Verify all documents are <i>legible</i> (not too small, blurry, or light)
10	Include a Deposit Invoice if the Final Bill references the Deposit and the Deposit has not yet been paid
11	Verify that the receipt package(s) being faxed/mailed are for one station only (<i>i.e., I am not submitting multiple station packages in the same fax/email</i>)

COST OVER-RUNS

In order to minimize any payment questions or delays, please ensure to include the following supplemental approvals if the invoice/receipt exceeds the Quoted amount identified in the Frequency Relocation Agreement.

12	Print-out and include the email sent to my Sprint Nextel regional team providing supporting detail to clearly explain the reason for the cost overrun
13	Print-out and include the email <u>approval</u> from my Sprint Nextel regional team related to the excess relocation costs