

# Trip Tracker Business Partner Invoice - Reimbursement Request SY19-20

**Instructions - Updated 06/03/2020 - Please call Cammie Edson, 303-441-3935 with any questions.**

1) **Invoices should be submitted monthly** or as soon thereafter a minimum of 20 Tracker Bucks have been collected. Feel free to roll over collected Tracker Bucks each month until a minimum of 20 have been collected or an invoice is requested from Boulder County's Trip Tracker Program.

2) **If this is your first invoice, please include a copy of your W9 .**

*If you've already provided a W9, you do not need to send one in again, unless your address or ownership has changed.*

3) **Sort & count bucks/dollars by color.**

4) **Fill in all of the pertinent white boxes below in the Description section/middle section.**

5) **Submit your Excel invoice electronically to: [cedson@bouldercounty.org](mailto:cedson@bouldercounty.org)**

6) **Submit your tracker bucks with an invoice copy or something referencing the invoice # in either 1 of 2 ways:**

1. Mail to: Boulder County Community Planning & Permitting  
Attn: Trip Tracker - Transportation Planning  
P.O. Box 471  
Boulder, CO, 80306

2. Pick-up request: Temporarily unavailable. Until further notice, please mail in or hold on to all Tracker Bucks in a bag or envelope with their corresponding invoice number to identify for count verification & pick-up at a TBD date.

7) **Note:** Reimbursement checks will come from Boulder County.



## Description

<b>BILL TO:</b> Boulder County Community Planning & Permitting  Attn: Trip Tracker  P.O. Box 471  Boulder, CO, 80306	<b>Trip Tracker Businesses fill in all of the applicable white blank boxes below.</b>		
	The Invoice # below can be what you want, but please make it unique. Suggestion: use the business' initials with date. Example: BCTD091719		
		<b>Invoice #</b>	
		<b>Invoice Date</b>	
	<small>Note: As you count your Tracker Bucks/Dollars, some will have a STAFF or VOLUNTEER watermark and some will not. Please count them all together and provide the color specific counts below.</small>		
<b>What % of these Tracker Bucks were donated?</b> Please estimate if the exact number is unknown	%	Earned in SVVS	<b># of BLUE Tracker Bucks</b>
		Earned in BVSD	<b># of GOLD Trip Tracker Dollars</b>
		<b>Total # of Tracker Bucks/Dollars</b>	
		<b>Total Invoice Amount</b>	
<b>FROM:</b>		50% of the Total # of Tracker Bucks/Dollars listed above	<b>\$0.00</b>

<b>Business Name</b>	Legal Name - Must Match Your W9	Doing Business As Name - Only if Different From Legal Name	
<b>Street Address</b>	Legal Address - Must Match Your W9	Mailing Address - Only if Different From Legal Address	
<b>City &amp; Zip</b>			
<b>Phone Number</b>			
<b>Email Address</b>			
<b>Contact Person</b>			

Boulder County Use Only		Total Count	Total Cost	Payment Fund Source Coding
RECEIVED (Initial & Date) Invoice only - no \$TB	Student \$TB Count =	0	\$0.00	Project 101938 Task 1
	Staff \$TB Count =	0		
REVIEWED (Initial & Date)	School \$TB Count =	0	\$0.00	Project 101938 Task 2
	BVSD \$TB Count =	0		
SUBMITTED (Initial & Date)	Volunteer \$TB Count =	0	\$0.00	Project 101939 Task 1
	Other \$TB Count =	0		
ALL \$TB Count =		0	\$0.00	Check Description: Tracker Bucks Reimbursement