



Nitrogen Optimization Pilot Project

How to Request Reimbursement

1. Prepare.
 - a. Gather together your NOPP contract and all receipts and invoices related to the project.
 - b. Expenses without a point-of-sale, such as incentive payments, can be documented on a spreadsheet or Word document. Include who was paid, for what, and how much.
2. Download the reimbursement request form from the NOPP webpage. [LINK](#)
3. Use Attachment D from your contract to fill in the Budget Category column. (Incentives/Stipends, Consultant Services, Equipment & Supplies, Misc.)
4. Organize your receipts into the same categories. Number or otherwise indicate on the receipt which category it applies to.
5. On the Reimbursement Request Form, describe each expense and enter the total amount of the reimbursement being requested. The total of the receipts should equal the amount being requested.
6. Create a PDF of the reimbursement request and all receipts.
7. Email to susan.mockert@wisconsin.gov or datcpnoppp@wisconsin.gov.

For questions, please contact Susan Mockert at DATCP.