

# THE ROADS AND TRANSPORT ALLIANCE

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## Guide to using TIDS funding administration forms

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The aim is to capture essential information at the start of the program year that can be used throughout the financial year to meet project verification and acquittal requirements. Failure to complete the appropriate forms may result in payments being delayed until the appropriate forms are completed.

### TIDS Program Overview Submission Template

Each year, RRTGs provide TMR with their works program for the next financial year. The TIDS Program Overview Submission is an optional template to capture the details of the RRTG's TIDS works program. This includes information required for program acquittal at the end of the financial year.

### TIDS Reimbursement Form

The TIDS Reimbursement Form is the mechanism for councils to be reimbursed with TIDS funding. Before and after photos, receipts and/or invoices must be attached as project verification.

The form has two components:

- PDF cover sheet – captures the claiming council, claim period, total subsidy due and checklist for supporting documentation.
- Spreadsheet – captures the financial detail of TIDS projects and can be used to keep track of budgets, expenditure and claims to date, balance remaining and to indicate whether this is a final claim against a project.

### TIDS EOFY Program Acquittal Form

The purpose of this form is to finalise the acquittal process for the RRTG. It captures the group's deliverables, any variations to the program, confirms the TIDS allocation was spent and provides the level of matched funding.

For more information contact the Roads and Transport Alliance Project Team at [roads.alliance.communications@tmr.qld.gov.au](mailto:roads.alliance.communications@tmr.qld.gov.au)