# MINNESOTA OFF-HIGHWAY VEHICLE TRAILS ASSISTANCE PROGRAM

## Operator’s Work Log Sheet Hours and Rate (FORM 6)

<table>
<thead>
<tr>
<th>Date (Month/Day)</th>
<th>Operator Name (2)</th>
<th>Trail Name</th>
<th>Sponsor</th>
<th>Year</th>
<th>Mode of Transportation (6)</th>
<th>Transportation</th>
<th>Other Equipment Used (Include Make &amp; Model) (10)</th>
<th>Other Equipment</th>
<th>TOTAL COST (14)</th>
<th>Work &amp; Location (15)</th>
<th>Expenditure Type Code (16)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Hours (7)</td>
<td>Rate (8)</td>
<td>Cost (9)</td>
<td>Hours (11)</td>
<td>Rate (12)</td>
<td>Cost (13)</td>
<td></td>
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</tbody>
</table>

- **Cost (17)**: 
- **Cost (18)**: 
- **Cost (19)**: 
- **Total Cost (20)**: 

**NOTES:**

- Signature (21)
- Date (22)

I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.

**EXPENDIDTURE TYPE CODE**

- A. ADMINISTRATION
- B. ACQUISITION / RELOCATION
- C. CONSTRUCTION
- D. FACILITIES
- E. TRAIL SYSTEM MAP PRINTING
- F. MAINTENANCE
- G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow)
- H. LIABILITY INSURANCE (maximum state allowed $1,500 per year)
WORKSHEET INSTRUCTIONS AND SAMPLE FORM

In the appropriate boxes on first line: Fill in the trail name as it appears on the application or new project proposal form, the sponsor name, and the date.

In the boxes numbered on the sample form, fill in the following information:

1. Date the work was done
2. Operator’s or volunteer’s name
3. Number of hours of labor time
4. Rate per hour (taken from Allowable Costs page)
5. Total cost of labor (multiply #3 x #4)
6. Name the mode of transportation used (pickup, ATV, etc.). If different modes of transportation are used, use a separate line for each type, e.g., pickup truck on one line, ATV on the next line.
7. Number of miles being claimed.
8. Rate per mile (taken from Allowable Costs page)
9. Total cost of transportation (multiply #7 x #8)
10. Name types of heavy equipment or power equipment used. Include make and model for heavy equipment. Use one line for each piece of equipment being used (e.g., bulldozer on one line, backhoe the next line, etc.) See NOTE section below for instructions on entering INVOICES for purchased goods or services.
11. Number of hours equipment used.
12. Rate per hour (taken from Allowable Costs page)
13. Total cost of equipment used (multiply #11 x #12)
14. Total cost (add #5+#9+#13)
15. Fill in the type of work done and the location.
16. Fill in the expenditure type (adm = administration; acq = acquisition; con = trail construction; reloc = trail relocation; fac = trail facilities; maint = trail maintenance
17. Add all costs in boxes #5 to get grand total labor costs.
18. Add all costs in boxes #9 to get grand total transportation costs.
19. Add all costs in boxes #13 to get grand total other equipment costs.
20. Grand total for this page (add #17+#18+#19
21. Trail administrator’s signature
22. Date the worksheet was completed

NOTE FOR ENTERING INVOICES FOR PURCHASED GOODS/SERVICES OVER $100.00

All Requests for Reimbursement for purchased goods or services over $100.00 must be accompanied by an invoice. When invoices for purchased goods and services are included, please enter:

- “Invoice” and the invoice number in Operator’s Name column (#2)
- Invoice amount in the Total Cost column (#24)
- Explanation for the expense in the Type of Work and Location column (#15)
- AND complete Expenditure Type column (#16)