

Form 6 Instructions

Overview

There are 2 main sheets to this form titled “Form 6” and “Summary”


- The “**Form 6**” sheet is where you will enter the information needed to keep track of your expenses. The formulas are pre-set in this sheet, so you will only need to enter information where prompted. The workbook will do all the math for you!
- The categories you need to fill in will have a small, red triangle in the top, right corner of their cell. Hover your cursor over these cells to see further instructions/details on what to fill in there.
- The “**Summary**” sheet gives you a breakdown of costs that reflect the calculations done in the “form 6” sheet. There is nothing that needed to be entered in this sheet. Many of the cost breakdowns here will be useful when you need to fill out the “Request for Reimbursement (enter hyperlink)” form.

This workbook is protected making the cells that contain formulas locked.

Tips & Tricks

If you would like to print the sections of the sheet you have filled out

- Select the cells you would like to print in

1			Minnesota Off-Highway Vehicle Trails Assista							
2	Operator's Work Log Sheet Hours and Rate									
3	*Hover over cells with red corners to see additional instructions/notes*									
4	Total Overall Costs	Total Reimbursement	\$0.00							
5	Trail Name:					Sponsor:				
6		Operator Name	Labor			Mode of Transportation	Transportation			Other Equipment Used (Include Make & Model)
7			Total:				Total:			
8	Date		Hours	Rate	Cost		Miles	Rate	Cost	
9										
10										
11										
12										
13										
14										

- Go to File→Print→Settings→Print Selection

Print

Copies: 1

Printer

WebEx Document Loader
Ready

Settings

Print Selection
Only print the current selecti...

Pages: to

Collated
1,2,3 1,2,3 1,2,3

Landscape Orientation

Letter
8.5" x 11"

Custom Margins

Custom Scaling

Date	Operator Name	Labor			Mode of Transportation	Transportation		
		Hours	Rate	Cost		Miles	Rate	Cost

- If you would like to expand a row or column to allow for more space in a cell
- Hover over the top or bottom of the row or column you would like to expand until the two-sided arrow appears
- Drag the arrow up or down to expand or make smaller

Additional Info/Resources

Explanation of rates and examples of expenditure types can be found in the MNDNR [OHV GIA Manual](#)