

THE ROADS AND TRANSPORT ALLIANCE

Guide to using funding administration forms

The aim is to capture essential information at the start of the program year that can be used throughout the 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.

1. TIDS Program Overview Submission (RT1)

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

2. TIDS Reimbursement Form (RT2a and RT2b)

The TIDS Reimbursement Form is a TMR Corporate Form and is the mechanism for councils to be reimbursed with TIDS funds. Before and after photos, receipts or invoices, must be attached as project verification when it is provided to TMR.

The Form has two components:

- PDF cover sheet (RT2a) – captures the name of the council, ABN, RRTG, contact details, signatures and has a reminder to attach photos and receipts.
- Spreadsheet (RT2b) – similar to the TIDS Program Overview Submission and captures the financial detail of projects. This spreadsheet can be used to keep a track of the TIDS budget, how much has been claimed to date, whether the project is on track to achieve objectives and whether this is the final invoice.

3. TIDS EOFY Program Acquittal (RT3)

The purpose of this form is to finalise the acquittal process; for the RRTG (not the Technical Committee) to confirm they delivered what they said they were going to deliver (identified in the TIDS Program Overview Submission), note any issues, and confirm the TIDS allocation was spent and councils matched this funding. This form is to be signed by the RRTG Chair.

Completed forms

When complete, all forms are to be uploaded to: roads.alliance.communications@tmr.qld.gov.au

More information

For further information contact the RTAPT team at roads.alliance.communications@tmr.qld.gov.au