[AGENCY LETTER HEAD]

 Date:

[District Local Assistance Engineer]
Department of Transportation
[Street or PO Box]
[City, CA Zip Code]

Attention: [Name]

**FINAL EXPENDITURE REPORT**

Description / Location of Work:
Project Completion Date:
Adv Project ID (or prior EA):
Project Number:
Administering Agency-State Agreement No.:
Program Supplement No.:

State Funds Allocated:

Expenditure Incurred:

|  |  |  |
| --- | --- | --- |
| A. | Payment to Contractor (attach final pay estimate) | [Amount $] |
| B. | Other Project Costs: |
|  Preliminary Engineering | [Amount $] |
|  Construction Engineering | [Amount $] |
|  Any Additional Construction | [Amount $] |
|  Right of Way (Capital and Support) | [Amount $] |
| C. | Liquidated Damages | [Amount $] |
| D. | Outstanding Contractors Claims | [Amount $] |
| E. | Others (specify): | [Amount $] |
| **TOTAL EXPENDITURES** | **[Total $]** |

Sources and Amount of Additional Funds Used: [Explain]

State Funds Allocated but Not Used: [Amount and Reason]

**CERTIFICATION**

To the best of my knowledge and belief, the information in this report is a true and accurate record of project costs. The work was performed in accordance with the CTC approved scope and state funding for the project.

Title and Unit of Local Agency Representative

PROJECT VERIFICATION: This verification of completion also constitutes approval to pay costs shown in the Final Invoice included in the Report of Expenditures. I have reviewed the job site and found the project completed in accordance with the scope and description of the project authorization document.

District Local Assistance Engineer Date