

WV DIVISION OF HIGHWAYS
REQUEST FOR REIMBURSEMENT SUBMITTAL GUIDELINES

Email: dohutilityreimburse@wv.gov

Timeframe: Submit request within 90 days after approval of relocation plan, unless approved in writing by Division with proper justification as to why the agreement request is delayed.

Attachments: Request Letter (Company Letterhead)
RU-01 Reimbursement Form
Letter Authorizing Preliminary Engineering
Affidavit or Deeds for Easements
Approved Relocation Plan
RU-02 Working Day Schedule (If Work Is Not Complete)

Reimbursement procedure requires a legal document that is processed through DocuSign. It is a free web-based program that allows electronic signatures.

Invoices cannot be paid until after the agreement has been fully executed and for no more than the agreement amount.

Invoices should be submitted within 120 days of completion of work. Hard copy submissions are still acceptable and can be mailed or hand-delivered to the respective District office.

A supplemental agreement should be requested if invoiced amount is greater than original agreement amount, using the RU-01A Reimbursement Form - Supplemental.

A betterment agreement will be required when relocation work improves the facility at the request of the Utility. Utility will be invoiced for the cost of materials, after relocation work is complete.

Questions: Tracy Estel, P.E.
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