

Guidance for Requesting KAIP Reimbursements

The following information is required when requesting reimbursement for Kansas Airport Improvement Program (KAIP) projects:

Cover Letter (or email transmission):

1. Reference the KAIP project number (e.g., AV-2018-01)
2. Advise if this is an intermediate payment or the final payment
3. Identify total project cost being claimed in this request (not the KDOT share amount being requested). All costs must be supported by attached invoices, force account records, etc.

Attachments:

1. Contractor's invoice or progress report showing costs incurred
2. Invoices for materials, utilities or other costs not included in contractor's costs
3. Invoices for consultant design, planning, or construction engineering fees (as applicable to the particular KAIP project and allowed for in the project scope)
4. Force account spreadsheet showing costs claimed (if applicable)

Delivery Methods:

1. US Mail
KDOT Aviation
Attn: KAIP Administration
700 S.W. Harrison St., 9th Floor
Topeka, KS 66603-3745
2. E-mail (*preferred method*)
Either of these addresses will get the request to the KDOT staff and/or current KAIP Administrator
KDOT.KDOTAviation@ks.gov
gregory.chenoweth@ks.gov (*preferred address*)
3. Fax (*least desirable method due to poor print quality*)
Fax Number: 785-296-3833

If there are any questions about the process call the office at 785-296-2553.