

Commercial Building Energy Audit Reimbursement Form

Alaska Energy Authority

This form is to be completed by approved commercial building owners for reimbursement of audit costs within 30 days of the audit report date.

Reimburse to: _____
 Mail Address _____
 Mail Address _____
 City, State, Zip _____

Name must match attached W-9

**Your max reimbursement amount
 can be found in your Notice to
 Proceed*

Audit Firm Name _____
 Dates of on-site audit _____ to _____
 We initiated a building energy policy (if committed in application) _____
 We have rated our auditor's performance online (Y/N) _____
<http://www.akenergyefficiency.org/auditors>

Buildings Audited

	Building Name	Sq. feet	Actual Audit Cost	Reimb. from table -->
1				
2				
3				
4				
A	Totals		\$0.00	\$0.00
B	Rural Travel Stipend: Add \$300 per eligible* building			
C	Total Max. Reimbursement Amount (Lines A + B)			\$0.00
D	Total Actual Audit Cost			\$0.00
E	Total Reimbursement (the smaller of lines C & D)			\$0.00

Maximum of \$900 per applicant

*For Rural Travel Stipend Users Only

I certify that no local qualified energy auditor is available per the guidelines and that the auditor performed at least three total commercial energy audits on the same trip. If not all three energy audits are reimbursed on this page, provide the names of the other building(s) below:

1 _____
 2 _____

Certification

I certify that all the information contained on this form, and on the attached W-9 and audit receipt are true and accurate to the fullest extent of my knowledge. I certify that I am authorized to sign on behalf of the organization named above and that this applicant has met the eligibility and program requirements listed in the Program Guidelines.

Signature _____ Date _____
 Printed Name _____ Title _____

Invoice Approval (for AEA use only)		
Verified By	_____	
Reference	_____	
Amount	\$ _____	\$ _____
Fund	_____	_____
G/L Acct	_____	_____
AR	_____	_____
Contract	_____	_____
Project	404031	_____
Stage	E3	_____
Award	_____	_____
Dept.	_____	_____
NTP approval	<input type="checkbox"/>	
Approved/Date	_____	

Include Attachments: 1) W9, 2) Invoice, 3) Proof of payment, 3) Building energy policy (if applicable & complete
Send to: Alaska Energy Authority, Attn: Energy Efficiency Program, 813 W. Northern Lights Blvd., Anchorage, AK 99503-2495; **or Fax:** (907) 771-3044; **or Email scanned copy to:** energyaudit@aidea.org

Alaska Commercial Energy Audit Program

)