

2025 Financial Audit Reimbursement Instructional Guide

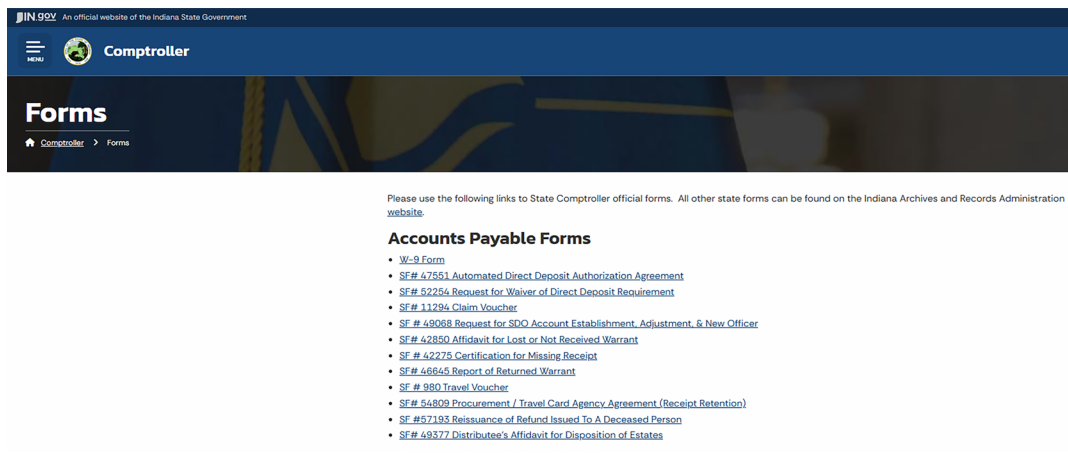
1. Read the 2025 Prequalification Financial Audit Reimbursement Program Outline here: <https://www.in.gov/indot/doing-business-with-indot/Business-Opportunity-Initiative-Division/dbe-acdbe-related/small-business-reimbursement-program/>
2. Fill out 2025 Prequalification Financial Audit Reimbursement Application here: <https://forms.office.com/g/Wxsje6F4cs>

*If the DBE is **not** a vendor with the State of Indiana complete steps below:*

3. Complete the W-9 and Automated Direct Deposit Authorization Agreement forms
 - a. Forms can be found here: <https://www.in.gov/comptroller/forms/>
4. Send forms via email to vendors@indot.in.gov and CC SmallBusinessReimbursements@indot.in.gov

*Once the business **is registered as a vendor** with the State of Indiana complete the steps below:*

5. Complete the Claim Voucher form for the reimbursement and save as a PDF.
 - a. The form can be found here: <https://www.in.gov/comptroller/forms/>



6. Compile Claim Voucher PDF, copy of audit bill to be reimbursed, and proof of payment into one PDF.
7. Email the compiled PDF to SmallBusinessReimbursements@indot.in.gov
8. Once your submission has been reviewed you will receive confirmation of receipt within 5 business days and approval or denial of reimbursement within 30 days.