**Sample Reimbursement Plan**

<Insert Organization> does not have appropriated funds available to reimburse the Treasury for <Insert Settlement Name / Identifying Numbers>. In accordance with Treasury Financial Manual Volume 1, Part 6, Chapter 3100, <Insert Organization> is submitting this written repayment plan for Treasury approval.

Funding will be allocated to this reimbursement by (check the appropriate box(es):

* Allocating future existing appropriation(s)
* Requesting additional appropriation(s) from Congress

Repayment will be made when funds become available according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected Date of Funds Availability** | **Expected Amount of Funds Available** | **Amount Owed** | **Remaining Balance** |
|  |  | $Total Amount | $Total Amount |
| Month, Fiscal Year | $Amount of 1st Payment | $Total Amount | $Total Amount  minus $Amount of 1st Payment |
| Month, Fiscal Year | $Amount of 2nd Payment | $Remaining Balance from previous row | $Remaining Balance minus  $Amount of 2nd Payment |
| Month, Fiscal Year | $Amount of 3rd Payment | $Remaining Balance from previous row | $Remaining Balance minus  $Amount of 3rd Payment |
| Month, Fiscal Year | $Amount of 4th Payment | $Remaining Balance from previous row | $Remaining Balance minus  $Amount of 4th Payment |
| Month, Fiscal Year | $Amount of 5th Payment | $Remaining Balance from previous row | $Remaining Balance minus  $Amount of 5th Payment |
| Continue plan through full  reimbursement |  |  |  |