Lifeworks
A nonprofit serving people with disabilities

REIMBURSEMENT REQUEST

Notes:

- Reimbursement Requests are due Mondays by 4:00 p.m.
- Lifeworks can only reimburse expenses up to 10 months past date of service/date of travel.
- Submit Monthly

Mail: Lifeworks Services, Inc.
2965 Lone Oak Drive, Suite 160
Eagan, MN 55121

Or FAX: 651-454-2773

Lifeworks Coordinator: _____ Month _____

Client Name: _____
Please Issue Check to: _____
Mail Check to: (Address) _____

Receipt #	Date	Description	Amount	Budget Task (Office Use Only)
Total Reimbursement:			$	

Support Manager Signature (required): _____ Date: _____

This information can be made available
in an alternate format upon request.
Our TTY phone number is 651-365-3736.
Equal Opportunity Employer.
06/24/2011

FOR OFFICE USE ONLY
APPROVED: _____
DATE: _____