

## **REIMBURSEMENT REQUESTS INSTRUCTIONS**

- Reimbursement Requests are due Mondays by 4:00 p.m.
- Submit expense reimbursements within 10 months of the date of purchase and only for items that are approved in the support plan or in an approved addendum. Goods and services will be reimbursed up to the approved dollar amount.
- Only include items and mileage for one month (example: January only).
- Proper documentation for reimbursement is as follows:
  - Date of Purchase or Service
  - Description of item purchased
  - Amount of purchase
  - Documentation must show complete payment of item (invoice showing "payment in full", store receipts.)
  - Cell must show dates of service, detailing total cost for monthly charges.
  - Internet must show dates of service, detailing total cost for monthly charges.
  - Use a calendar or invoice indicating dates of laundry, cost per unit and total cost.
- Proper documentation for mileage reimbursement is as follows:
  - Date of travel
  - Destination
  - Total number of miles driven
  - Cost: total number of miles driven multiplied by the approved rate.
  - Signature of driver is required
- Support Manager's signature is required on all Reimbursement Requests.
- Reimbursement Requests which are missing proper documentation will be mailed back to support manager if pended for more than two weeks.