

# Lifeworks Services, Inc. Excessive Laundry Reimbursement Form

- Completed reimbursement requests are due by **Monday at 4:00 p.m.** to be paid on Friday of that same week.
- If past 4:00 p.m. or missing required documentation the request will be processed for payment the following week.
- Lifeworks can only reimburse expenses up to 10 months past the date of service/purchase.

**Lifeworks Coordinator:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Client Name/ID:** \_\_\_\_\_

**Support Manager:** \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Number of Loads** \_\_\_\_\_ **x Rate per load \$** \_\_\_\_\_ **=Total** \_\_\_\_\_

- Requirements to avoid a delay in payment, check the boxes below to verify the information**
- There are enough funds in the budget to process this request
  - This is approved in the current plan
  - The form is signed and dated by the Support Manager

**Support Manager Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:** Amount: \_\_\_\_\_ Approved: \_\_\_\_\_

Amount: \_\_\_\_\_ Approved: \_\_\_\_\_

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**Email: Reimbursements@lifeworks.org**