

# Lifeworks Services, Inc. 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.
- Documentation must be in the same order as it's written on the reimbursement form.

**Lifeworks Coordinator:** \_\_\_\_\_ **Month:** \_\_\_\_\_  
(One month per page)

**Participant Name/ID:** \_\_\_\_\_

**Please Issue Check to:** \_\_\_\_\_

**Mail Check to (Address):** \_\_\_\_\_

| Corresponding Receipt # | Date: | Budget Task: | Description: | Amount Request | Amount Approved |
|-------------------------|-------|--------------|--------------|----------------|-----------------|
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| <b>Total:</b>           |       |              |              |                |                 |

**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

These items are approved in the current plan

The form is signed and dated by the Support Manager

The required documentation has been provided to complete this request

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

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

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

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

**FAX: 651-454-2773**  
**Email: Reimbursements@lifeworks.org**

This information can be made available in an alternate format upon request. Our TTY phone number is 651-365-3736. Equal Opportunity Employer. Updated 10/15/19