

Lifeworks Services, Inc. Excessive Laundry Reimbursement Form

- Completed reimbursement requests are due by **Friday at 5:00 p.m.** to be paid on Friday of the following week.
- If past 5:00p.m. or missing required documentation the request will not 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:** _____

Please Issue Check to: _____

Mail Check to (Address): _____

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: _____