



Reimbursement Instructions

<p style="text-align: center;"><u>Important Dates:</u></p> <p>January 13, 2013: All reimbursement requests for July 1 - Dec 31 must be turned in to office.</p> <p>May 15, 2013: All reimbursement requests for second semester must be turned in to office.</p>	<p style="text-align: center;">Please remember:</p> <ul style="list-style-type: none"> • All purchases must be approved by your DGH teacher and administrator. • Please submit a Reimbursement Pre-Approval Form prior to making your purchase. Purchases not pre-approved run the risk of being denied. • All expenses for reimbursement must relate to the student's ILP.
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<p style="text-align: center;">Unacceptable "receipts":</p> <ul style="list-style-type: none"> • Xerox/faxed/scanned/emailed receipts • A statement with a Balance Due • Carbon copies or bank copies of checks 	<p>Please turn in your requests for reimbursements on a regular basis throughout the school year.</p>
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<p><u>Requirements for completing the Reimbursement Form:</u></p> <ul style="list-style-type: none"> ◆ Number your receipts please ◆ Date - please write in mm-dd-yy format, date must appear on the receipt ◆ Student Name—who the purchase was for ◆ Vendor Name must appear on the receipt ◆ Description of product, service, etc. ◆ Course—which class did the purchase relate to ◆ Educational Purpose—what purpose did the purchase serve ◆ Total Cost must appear on the receipt (DO NOT include sales tax) ◆ Total Amount—total of all receipts in the Total Cost column ◆ Attach all receipts and submit to your DGH teacher for approval

<p><u>Some bookkeeping how-to's:</u></p> <ul style="list-style-type: none"> • Attach original receipts to an 8 1/2" x 11" sheet of notebook or printer paper. • Write your family name and number on the top of the sheet. • Keep all receipts in the same direction. • Do not use highlighters on receipts and do not write over any printing on the receipt • Next to the receipt please write which line on the Reimbursement Form it corresponds to. • Next to the receipt please write what the purchase was for if it not already obvious. • If the receipt just lists 'book' you will need to write the title of the book next to the receipt. • On the receipt, the business office needs to be able to see the vendor, date, description and price of each item, total amount paid, method of payment, and any tracking information as proof of your purchase.

Receipts will not be accepted with dates that are prior to enrollment or after withdrawal.