

REIMBURSEMENT REQUEST PROCESS

Incomplete, disorganized, or mismatched documentation will be returned and delay payment. Requirements may vary by applicant's Performance Agreement.

To request each annual reimbursement payment, applicants must submit a complete Reimbursement Request Package including:

Step 1 — Expense Summary Sheet

- Must be the first document in the package
- Lists every expense in chronological order by date
- Each line includes:
 1. Date of expense
 2. Vendor/Payee name
 3. Description of expense
 4. Amount paid
- Include a column total of all expenses
- Each line must match a corresponding invoice and proof of payment

Step 2 — Invoices

- Include the original invoice or billing statement for every expense
- Must show:
 - Date of service or purchase
 - Vendor name and contact info
 - Itemized amount due
- Organize invoices in the same order as the summary sheet

Step 3 — Proof of Payment

- Attach proof of payment for every invoice. Acceptable forms include:
 - Copy of a cancelled check
 - Bank or credit card statement showing the transaction
 - Paid receipt from vendor (date, vendor name, amount)
 - Electronic payment confirmation (ACH, wire, or online receipt)
- Each proof must match its corresponding invoice
- Cash payments discouraged; if used, must include a signed and dated vendor receipt

Step 4 — Package Organization

- Order:
 1. Expense Summary Sheet
 2. For each line item — invoice and matching proof of payment, clipped/stapled together in order
- Do not submit loose or unsorted documents
- For electronic submissions, label each file clearly (e.g., 01 Invoice VendorName Date)