

Procedure for remitting expense reimbursement requests

Request for Reimbursement forms are available in the faculty room beside the printer or in the Business Office. You will also receive a version by email to save and print out when needed.

Four steps to submitting an expense reimbursement request.

1) Fill out the Request for Funds form.

Tell us a) **who** we're paying b) **how much** we owe, c) **why** we're paying, d) **your name** as the requester, e) **the date** you're filling out this request.

The budget custodian will complete the rest of the form by signing and filling in the accurate account information.

2) Have the budget custodian sign to verify approval.

3) Attach itemized receipts to the Request for Funds form to support your request.

4) Obtain the approval by your Budget Administrator.

5) Drop off in Business Office or place in Business Office mailbox in faculty room.

Reimbursement checks will be distributed the Friday following the week you submit your request. For example, if you submit a request on Wednesday, your reimbursement will be paid by Friday of the following week. If the Request for Funds form is not complete, it will be returned to the individual requesting funds for follow-up. This may delay your reimbursement.

If you have questions regarding this process, please feel free to contact Angela Hershey, Beth Stine, or Junior Thiry in the Business Office for help.

Please detach and return lower portion of this form to the business office.

LANCASTER COUNTRY DAY SCHOOL REQUEST FOR FUNDS

PLEASE ATTACH RECEIPTS

Make Check Payable To: _____ Amount: \$ _____

Reason: _____

Requested By: _____ Date: _____

Budget Custodian and Budget Administrator to fill out the following information.

Budget Custodian Signature: _____

Budget Administrator Signature: _____

Account Description: _____

Account Number: _____ Sub-Account: _____