



RAVEN HOMESCHOOL Reimbursement Instructions

Important Dates to Remember:

- **January 31st** - Local Raven offices must receive reimbursements for all expenditures made through Dec. 31st
- **April 30th** - Deadline for expenditures w/original receipts for the 2nd semester (Jan-April) including internet

Completing the Reimbursement Form:

- **Number** your receipts to correspond to the number on the reimbursement form & fully tape them to a piece of paper
- **Date** must appear on the receipt
- **Student(s) name(s)** for which purchases are made
- **Vendor's Name/Business** must appear on the receipt
- **Description** of product or services purchased (i.e. books, paper, printer ink, music lessons etc.)
- **Course** for which the product or services were purchased
- **Dates and Times** of lessons/tutoring, your reimbursement **cannot** be processed without this information!
- **Total Cost** of product or services must appear on the receipt (**DO NOT INCLUDE SALES TAX**)
- **Total Amount Column** (Total all receipts at the bottom)
- **Attach all receipts** and submit to your **Raven teacher** for approval

>> **Internet must be written on the regular Reimbursement Form** <<

Adequate proof of purchase: Raven Homeschool requires **original** receipts as proof of purchase. Original receipts must show the total amount paid.

The following are NOT ACCEPTABLE as proof of purchase:

- Price Tags
- Xerox copies of original receipts (including faxed, scanned or emailed receipts)
- Packing slips which do not show the item cost **and** method of payment
- Statements/Invoices with a balance due
- Copies of an un-validated check

To ensure receiving your reimbursement in a timely manner:

- Confirm that lessons/tutoring are pre-approved by your contact teacher before purchase/submitting receipts
- Keep receipts in good, readable condition. Do not highlight items or write over printing.
- Write what was purchased if the receipt doesn't show a product description for an item
- Tape receipts to a sheet of paper to avoid loss or tearing

**ALL EXPENDITURES FOR REIMBURSEMENT MUST BE RELATED TO ILP
REIMBURSEMENTS FOR LESSONS AND TUTORING MUST BE PRE-APPROVED**

All expenditures for reimbursement must be approved by your local Raven teacher and the administration. Purchases can be approved in advance by submitting a Reimbursement Purchases Pre-approval Form.

*** YKSD will not be responsible for credit card numbers left visible. Please black out only your credit card number on your receipt.**