

LLVW Reimbursement Form Instructions:

- Reimbursement Form Submission: You can submit the Reimbursement form either by email or in person.
 - If emailing, submit the Reimbursement form as a .pdf or .doc – not a picture. It will take too much ink to print them. We don't want to put ink into this budget.
 - If you email the Reimbursement form and ALL the supporting receipts ahead of the event, a check will be ready for you at the LLVW weekend.
 - If you submit a paper Reimbursement form and ALL the supporting receipts at the event by 5p on Saturday evening, a check ready for you by check out.
 - If you submit any partial Reimbursement form and/or receipts, a check will be mailed to you after the event and after ALL receipts have been received and reconciled.
- Complete separate forms for each class or committee expenses.
 - For example, if you are a committee chair with expenses and teaching 2 classes with class fees, turn in 3 reimbursement forms, one for each.
 - You will still be reimbursed with one check, and it will total all your reimbursements.
- Submit only 1 Reimbursement with supporting receipts per class/committee. Limit purchasers to 1 person so only 1 reimbursement check needs to be written per class or committee chair.
- If you had more participants than agreed upon, enter in the number of actual participants for the # Registered. If you had fewer participants than agreed upon, enter the agreed upon number of Registrants.
- Enter the class fee paid by participants.
- Multiply the # Registered by the class fee for the total class amount.
- Let us know how you want to be reimbursed – either at the event or by mail.
 - If you select at the event, you MUST turn in your completed reimbursement form with paper receipts attached by 5pm Saturday.
 - If you choose to have it mailed to you, you can email receipts and your check will be written after the event to give time to review and match up receipts.
 - If you scan in paper receipts to email with your reimbursement, see how to prepare receipts below.
- For Item Descriptions, enter the purchase date on the receipt, then the store name, and then the item(s) description(s).
 - Enter one line for each store/date receipt.
 - Use multiple lines if necessary for the descriptions. You don't need to necessarily list each little item, but you can say something like "miscellaneous jewelry findings" vs listing each individual one you get.
 - Enter each amount from each receipt line.
 - Indicate whether this is an emailed receipt. Mark with an "x" or "✓".
- Prepare receipts to match each line Item Description.
 - Write LLVW<year>, your name and the class or committee name at the top of the receipt. If you are emailing the receipt emailed you from the company (like Amazon), please be explicit in your email so I will be able to match them accurately.
 - If the entire receipt is eligible for reimbursement, just circle the total, including tax
 - If the receipt has other items not eligible for reimbursement, either put a line through the extraneous items or circle the reimbursable ones. Don't forget to calculate tax on each item. Write the total on the bottom of the receipt.
- Total your reimbursement.

If your receipts are less than the Total Budget, you will be reimbursed for your expenses.
If your receipts are more than the Total Budget, you will be reimbursed for the Total Budget (which will be less than your expenses).