

Top 10 Do's and Don'ts When Completing Your Reimbursement Form

1. Do...create legible copies of the Reimbursement Form and your receipts if you are sending us scanned or photo'd copies of the original documents.
2. Do...if you have sent to THEE more than three receipts, please order the receipts to match the order in which you wrote them on your Reimbursement form.
3. Do...remember that, at THEE, we do not place a dollar limit or any type of percentage-of-your-funding limit on your purchases of technology (hardware or software)
4. Do...provide formal documentation of the foreign exchange rate when your receipt shows a currency other than the Canadian dollar.
5. Do...write your parent names (mother and father) on the Reimbursement Form and be sure that you are using the same name(s) as you used to register your child.
6. Do...ensure that the dollar amount, which you have written on your Reimbursement Form for a given line item purchase matches the dollar amount on the receipt(s) that you've provided for that purchase.
7. Do...use an individual line on your Reimbursement Form to write the information related to one receipt; do not itemize each item and its individual cost that comprises the total receipt amount. One receipt...one line.
8. Don't...separate receipts per child
9. Don't...use separate Reimbursement Forms for each child
10. Don't...do not itemize your receipt on the Reimbursement Form (Refer to #9 above). One line, one receipt.