

How to Complete a “Reimbursement Form”

Please refer to the following information/instructions and to the info-videos at <https://thee.ca/video-open-house/> when you are completing your, “Reimbursement Form”.

A. Reimbursement Form & Receipts

Please order the receipts in the same order that you list them on the form. Place each receipt on top of the next receipt in an orderly manner and in the same sequence that you have listed each receipt on your Reimbursement Form. Lay each receipt flat on top of one another with no folding of individual receipts or of the Reimbursement Form. Staple the receipts in order to the reimbursement form.

B. Reimbursements: US\$ to CDN\$ Conversion

When you have a US\$ receipt for a learning resource that you are sending to us for reimbursement, remember to provide official "proof" (i.e. NOT hand-written conversion calculation) of the US\$ to CDN\$ conversion amount. Such "proof" can be a copy of your credit card statement that shows the converted currency amount (but don't send your entire credit card statement page!) or a print out of the conversion rate as provided by a currency exchange calculator, such as can be found at <https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/>

C. Invoice Amount = Requested Amount

When you are completing your "Reimbursement Request" form, be sure to use the EXACT DOLLAR AMOUNT on the form as is stated on the receipt or invoice for which you want reimbursement. All receipts and invoices need to appear on their own separate line in the form (don't combine receipts)..also...do not itemize individual items from a receipt; state the final whole amount of the receipt on the form.

D. Stating the Cost of the Purchase

Two things NOT to do...

1. Do NOT sum 2+ receipts into one total amount. Each receipt must be itemized and listed in the form.
2. If a financial document (i.e. invoice) does not include a \$ amount that is not exactly the \$ amount that you have listed on the form, do not include that document.

E. "Dedicated" Receipts

Please do not buy learning materials along with personal items so that the learning materials/resources appear on a receipt that also includes personal items. Yes, many of you highlight or circle the items for which you are claiming reimbursement, but I am asking you to not do that. Please ask the till clerk to "ring up" your learning resources separately from your soap, detergent, clothing, apples, etc. so that the receipt that you send to us shows only the learning resources for which you want reimbursement.

F. Purchase Order Numbers: One-Time Use at One Store Only

You can use your Purchase Order Number only ONCE, and you can use it only at the one store from which you told THEE you'd be buying certain learning resources for a set amount. For example, if you told Natasha that you need a PO# for Staples, then she would tell you the limit for that PO# (the limit is the most money that you can spend at Staples for the one use of the PO#). You can use that PO# for one and only one transaction (not one item; one financial transaction) at the check-out till at the store. The PO# is not a credit card that you can use multiple times and at multiple stores.

Internet services:

Reimbursement for 50% of your internet service for 12 months (not just the Sept-June school calendar months).

Per new instructions from Alberta Ed business office, home ed parents do not have to submit a separate invoice for internet service per each month of the year. Instead, you can provide THEE with just one month's invoice, and then you can take 1/2 of the monthly cost of the internet service, multiply that amount by 12, and state the resulting amount on your *Reimbursement Form*.

FYI

Please ensure that your reimbursement receipts clearly communicate the item(s) that you have purchased.

If your invoice and/or receipt does not clearly show

1. what you purchased
2. what price you paid for each item
3. the total cost for all purchased items for which you are asking reimbursement
4. that you PURCHASED the item(s) (a payment must appear in the document that you provide)

then we will attempt to piece together these needed information items, but if our numbers do not match yours, then we will go with our own numbers and will not revisit the reimbursement for that invoice. If your documentation requires us to guess at what was bought and at the correct purchase price, then we will finalize your reimbursement according to our best judgment and "detective work". If your documentation is too confusing or incomplete, we will return it to you unprocessed.

Dollar Stores

Receipts from "dollar stores" are typically problematic because the receipts often do not provide a helpful description of the item that you purchased and for which you are seeking reimbursement. I often deny reimbursement for items purchased at dollar stores because I can't tell what was purchased due to nondescript receipts.

Additional Info

Direct Deposits for Your Reimbursements from Your Home Ed Funding

Your Direct Deposit of home ed funding (from your reimbursement application(s)) will arrive into your bank account within 2- 3 full business days AFTER you have received the email from EICS which tells you of the incoming Direct Deposit funds.

The funds will NOT arrive into your bank account on the same day as you have received the email notice. The email message is telling you that your Direct Deposit funds are on their way to your bank account.

Be sure to complete the included "Direct Deposit Form" and send it to THEE's office if you want us to use direct deposit for your reimbursements; otherwise, we will send your reimbursement funding to you as a hard copy cheque via the mail. If you've already completed this form from a previous school year, and if your bank information has not changed, you do not need to send another form.