

How to Complete Our, "Reimbursement Form"

Please read the following instructions as to how you will need to enter your information into our, "Reimbursement Form". We also created an info-video that explains these details, and you can view this video by clicking [HERE](#).

A. Entering the information into the form

Reimbursement Form

Instructions:

1. Record in the table below the required information for each individual receipt for which you are wanting reimbursement.
2. Include the receipt for each individual purchase amount for which you want reimbursement.
3. Do not separate the GST from the receipt amount.
4. Do not include personal items in your purchase(s) of home education resources for which you want reimbursement.

Remember to SIGN this form.

EMAIL TO: finance@thee.ca

MAIL TO: EICS/THEE, 310 Broadview Rd, Sherwood Park, AB T8H 1A4

Deadline to Submit: May 15th

Deadline to submit your form

Sign your form

Enter the GST amount (5%) of your claimed-for-reimbursement amount

Summarize the learning resource(s) that are included in your receipt in ONE line (do not itemize)

Enter the total dollar amount (including GST) of your reimbursement claim

SUPPLIER/ STORE NAME	WHAT DID YOU PURCHASE? (General Description)	FOR WHICH SUBJECT / COURSE?	TOTAL AMOUNT OF RECEIPT IN CAN \$ (include GST)	GST AMOUNT
NOTE: Do NOT list separately each individual item listed in a receipt; write only the sum total amount of the receipt.				
1.				
2.				

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 Description/Name and the Cost of the Purchased Resource

1. Do NOT sum 2+ receipts into one total amount. Each receipt total must be listed separately in the form.
2. DO provide a document that shows (1) the dollar amount for the item which you purchased and for which you are asking reimbursement, (2) a legible and discernable description/name of the learning resource that you purchased, and (3) the amount that you paid for the purchase (the documentation that you provide must show that you paid for the resources; an order form will not show payment).

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.

G. Reimbursement Form & Receipts: Sending them to THEE's office

1. DIGITAL (preferred): Scan-and-Email to finance@thee.ca. Scan into one PDF file both the cover form, which is the, "Reimbursement Form", followed by the receipts. Please scan the receipts in the same order as you have listed them in the, "Reimbursement Form".
2. PAPER: 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 with the, Reimbursement Form, on top.

Additional Info

Internet services:

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

Per 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*.

Your Receipts

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.

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. Regarding the email message from EICS, please do not reply to or use the EICS email address to communicate with THEE's office. Instead, use finance@thee.ca.

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 and scan the included "Direct Deposit Form" and then send it to finance@thee.ca 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.