

WISDOM BUILDERS REIMBURSEMENT FORM

To be reimbursed for class expenses, please do the following:

1. Fill out the form below.
2. Scan this form and your receipts and email them to donna@wisdombuilders.net and smlck@aol.com
 - a. You may put multiple receipts together with this form.
 - b. If all the items listed on the receipt aren't being reimbursed, highlight the things you are seeking reimbursement for.
3. Attach receipts to this form and turn in the physical copy of this form and receipts to Donna.

Tutor's Name: _____ Today's Date: _____

Class/Classes items were purchased for: _____

Items purchased: _____

Reason for purchase: _____

Tutor's mailing address: _____

Total amount of reimbursement: _____

Receipts submitted via email: Yes No

For internal use only:

Approved by Director

Date of approval: _____