

# Reimbursement Request Form Guide

This key will help you fill out the new reimbursement request form. The sections that may be complicated are further described below.

At this time we are only able to accept reimbursements covering one payee at a time. Please fill out a form for each person requiring a check. If you anticipate a \$600 total or more paid to an individual during the calendar year, please submit a W-9 directly to [dre@seattleparksfoundation.org](mailto:dre@seattleparksfoundation.org)

## Submitter

Select your group name from the pull down menu, and enter your (Submitter's) information

<b>Partner Name*</b>	<input type="text"/>	<b>Submitter Name*</b>	<input type="text"/>	<input type="text"/>
		<small>First Name</small>	<small>Last Name</small>	
<b>Submitter Phone*</b>	<input type="text"/>	<b>Submitter Email*</b>	<input type="text"/>	

## Payee

This section indicates the recipient of the check and where to send it and choose whether we mail it or hold it in the office for pick up.

If you are submitting for a new Payee, please fill in all details. This form can prefill previous payees, which will be listed in the drop-down menu, just be sure the address and payee details are still up to date.

<b>Payment Delivery Method*</b>	
<input type="checkbox"/> Pick-Up	
<input checked="" type="checkbox"/> Mail	
<input type="text" value="New Payee"/>	
<small>Who is being paid?</small>	
<b>New Payee Name*</b>	
<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>
<b>New Payee Address*</b>	
<input type="text"/>	

## Reimbursement Documentation

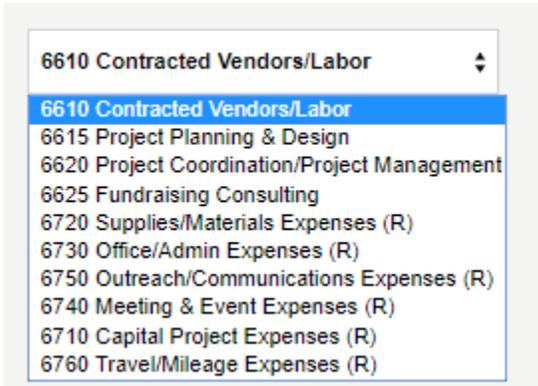
This section is broken down into 4 parts:

- Amount per expense type
- Account Code, indicating expense type
- Fund Code, indicating what source of funding is paying for the expense
- Attachments for receipts and invoices

## Account Codes

Account Codes indicate what type of expense you are submitting. Historically SPF has interpreted invoices and assigned account codes for each expense line item, but in order to create better tracking for partners we are now giving you the ability to assign them.

The (R) codes are for reimbursable items or expenses that have already been paid for. This is an important distinction that helps us prepare accurate tax documents for payees.



## Fund Codes

In the case of multiple grants or funding sources, these Fund Codes help manage where the money is coming from. If your group only has a general fund, you do not have to change anything. If your group has been awarded a grant and it is not listed in the pull down menu, please email [robert@seattleparksfoundation.org](mailto:robert@seattleparksfoundation.org) so it can be added.

## Attachments

Receipts and invoices necessary for reimbursement processing are entered here.

Acceptable receipts require visible itemization. Example: A handwritten order or printed receipt with food items listed, not the customer credit card receipt that only shows the total.

Receipts should be scanned or photographed flat in good lighting, with no shadows. Multiple receipts can be scanned at once, but please indicate which reimbursement they are attached to in file name or written on receipts.

## Example of completed reimbursement lines:

These are two partner's expenses coming from the same fund with different account codes:

Amount \$ 511.00	Account Code 6750 Outreach/Communications Expenses	Fund Code 039-01 - General	Choose File Receipt CH Chamber ...mmerce.pdf
Amount \$ 42.00	Account Code 6730 Office/Admin Expenses (R)	Fund Code 039-01 - General	Choose File Receipt Fedex.jpg

This example is from a partner with 3 food receipts from an event. Each expense receipt has its own line.

Amount \$ 511.00	Account Code 6740 Meeting & Event Expenses (R)	Fund Code 039-01 - General	Choose File Receipt COSTCOfood305.62.pdf
Amount \$ 42.00	Account Code 6740 Meeting & Event Expenses (R)	Fund Code 039-01 - General	Choose File Receipt Foodforvolunteers.pdf
Amount \$ 55.00	Account Code 6740 Meeting & Event Expenses (R)	Fund Code 039-01 - General	Choose File Receipt 20180926_161728[1] (1).jpg

Once submitted, you will receive an auto reply with a .pdf attachment of the submission for your records. We will contact the submitter with any questions or need for clarifications.