

Check List for Reimbursement or Payment for 2020-2021

1. Download 2020-21 Reimbursement Form from the District 17 website.
2. Fill in all boxes.
3. Sign form.
4. Send original reimbursement form and attach a Tax Invoice or Receipt for goods or services provided by a supplier by mail to the District 17 Finance Manager (details on form), or handover to District Director.
5. If reimbursement is urgent, email the reimbursement form and dockets to the District 17 Finance Manager (email address provided on form). Originals must still be sent by mail.
6. Ensure that you keep a copy of the form and dockets for your own records.
7. If payment needs to be made to a third party, insert the payee's details under 'Name and address' and your name on the left-hand side Submitted by).
8. Do not include any personal purchases on the same invoice you are submitting.
9. All claims MUST BE submitted within 60 days.