

# Lifeworks Services, Inc. Excessive Laundry Reimbursement Form

- Completed reimbursement requests are due by **Friday at 5:00 p.m.** to be paid on Friday of the following week.
- If past 5:00p.m. or missing required documentation the request will not be processed for payment the following week.
- Lifeworks can only reimburse expenses up to 10 months past the date of service/purchase.

**Lifeworks Coordinator:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Client Name/ID:** \_\_\_\_\_ **Support Manager:** \_\_\_\_\_

**Please Issue Check to:** \_\_\_\_\_

**Mail Check to (Address):** \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Number of Loads** \_\_\_\_\_ **x Rate per load \$** \_\_\_\_\_ **=Total** \_\_\_\_\_

- Requirements to avoid a delay in payment, check the boxes below to verify the information**
- There are enough funds in the budget to process this request
  - This is approved in the current plan
  - The form is signed and dated by the Support Manager

**Support Manager Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:** Amount: \_\_\_\_\_ Approved: \_\_\_\_\_

Amount: \_\_\_\_\_ Approved: \_\_\_\_\_

**Mail: Lifeworks Services, Inc.**  
 2965 Lone Oak Drive, Suite 160  
 Eagan, MN 55121

**FAX: 651-454-2773**  
**Email: Reimbursements@lifeworks.org**