- > Completed reimbursement requests are due by **Friday at 5:00 p.m**. to be paid on Friday of the following week.
- > If past 5:00 p.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.
- \blacktriangleright Documentation must be in the same order as it's written on the reimbursement form.

Lifeworks Coordinator:	Month: _	(One month per page)
Participant Name/ID:		
Please Issue Check to:		
Mail Check to (Address):		

Corresponding Receipt #	Date:	Budget Task:	Description:	Amount Request	Amount Approved
			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

- □ These items are approved in the current plan
- $\hfill\square$ The form is signed and dated by the Support Manager
- □ The required documentation has been provided to complete this request

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