

Completing your reimbursement request

STEP 1

Gather your receipts

Put them in order by date of purchase

On each receipt circle

Name of vendor

Location of store

Date of Purchase

Total amount of reimbursement request

Number the items consecutively on each receipt that you are submitting for reimbursement.

If there is an item on a receipt which you are not asking reimbursement for draw a line through the item on the receipt and take the price of that item and multiply it by the tax rate which can be found on the receipt below the total (usually) and above the grand total. Add the tax for that item to the price of the item, total those two and subtract that total from the total of the purchases.

This then will be the amount you will circle as amount of request for this receipt. (see Borders)

STEP 2

On the Reimbursement Form

Fill in your full name and address upper left

Beginning with the first receipt

Under the Vendor Name column enter

Name of vendor

Location of vendor

Date of purchase (s)

Under the Supplemental Materials column enter

Total number of items for which reimbursement is requested

Under the Cost column enter

Total amount on that receipt for which reimbursement is being requested

The move back to the line directly below the Vendor Name and extending across under Supplemental Materials and itemize your purchases by entering the number you have assigned and the first word on the receipt for that item identification.

Use this same procedure for each receipt. When you have finished with all of the receipts total the amount of your request for reimbursement and enter it on the form.

STEP 3

Sign and date where indicated of request form.

Attach all of the original receipts in order to the request form

Place completed form and attached receipts in an envelope and address as indicated

Submit by either van or regular mail.

BORDERS.

BORDERS

BOOKS MUSIC AND CAFE

4927 Grande Shops Avenue

Medina, OH 44256

(330) 723-8270

STORE: 0601 REG: 05/89 TRAN#: 5380
SALE 05/31/2010 EMP: 00438

1	NARRATIVE OF REVOLUTIONARY SOL		
	3099335 MM T	5.21	
	6.95 25%TEACHER		
2	MAYFLOWER		
	8782439 QP T	12.00	
	16.00 25%TEACHER		
3	INVENTION OF AIR		
	9887165 QP T	12.00	
	16.00 25%TEACHER		
4	1776		
	8331853 QP T	13.50	
	18.00 25%TEACHER		
5	TEAM OF RIVALS		
	8468284 QP T	15.75	
	21.00 25%TEACHER		
	LAST STAND		
	3046962 CL T	21.00	
	39.00 30% PROMO		

Subtotal 79.46

BR: 8871968262 S

Subtotal 79.46

OHIO 6.5% 5.17

6 Items Total 84.63

VISA 84.63

ACCT # /S XXXXXXXXXX1697

AUTH: 81133B

CUSTOMER COPY

You Saved \$28.49

05/31/2010 07:58PM

TRANS-BARCODE: 06010553800043805310



ORIGINAL

Shop online
24 hours a day
at Borders.com

21.00
1.37

22.37

84.63
-22.37

62.26

DAYTON SOCIETY OF NATURAL HISTORY

2600 DEWESE PARK

DAYTON, OH 45414

Phone: (937) 275-7431

Date: 06/23/2010 INVOICE 6542

Time: 13:09:28 Clerk: CB

(# Items: 2)

Item#

Description

Total

SKU: 8751458

1 CARD NATIVE TRIBES LG POSTCARD 1.88

SKU: 8751459

2 CARD SYMBOLS OF INDIAN NATION 1.88

Total: 3.76

Tax: 0.24

Grand Total: 4.00

Tender: 20.00

Change: 16.00

Cash: 20.00

ORIGINAL

Barnes & Noble Booksellers #2902
4015 Medina Road
Akron, OH 44333
330-665-5199

STR:2902 REG:003 TRN:2815 CSHR:John D

1 Liberty!: How The Revolu 9780375822001 (1 @ 8.99)	8.99
2 Revolutionary War (Battl 9781416971269 (1 @ 21.99)	21.99
3 American Revolution 9781584766124 (1 @ 16.99)	16.99
4 Constitution Translated 9780981453415 (1 @ 11.95)	11.95
5 Immigrant Kids 9780140375947 (1 @ 8.99)	8.99
6 Night Boat to Freedom 9780312550189 (1 @ 6.99)	6.99
7 Legend of Ohio 9781585362448 (1 @ 17.95)	17.95
Subtotal	93.85
Sales Tax (6.500%)	6.10
TOTAL	99.95
VISA	99.95

Card#: XXXXXXXXXXXX4010
Expdate: XX/XX
Auth: 02609B
Entry Method: Swiped

A MEMBER WOULD HAVE SAVED 11.19

Thanks for shopping at
Barnes & Noble

101.21A

06/26/2010 11:44AM



CUSTOMER COPY

ORIGINAL

For Reimbursement
to happen
all receipts must be the
originals not copies

Here are examples of
NON ACCEPTABLE
Receipts for
reimbursement.
There are others e.g.
handwritten on a sales
pad where there is no
vendor identification, or
where the item
identification is just
"taxable item", etc.

NON ACCEPTABLE

CUYAHOGA VALLEY NP
CANAL VISITOR CENTER
(216) 524-1497

05/12/2010 1:55PM 01
000000#1935 CLERK01

TAXABLE 1/24 \$8.00
TAXABLE 1/24 \$25.00
TAXABLE 1/24 \$3.95
TAXABLE 1/24 \$29.95
TAXABLE 1/24 \$1.10
TAXABLE 1/24 \$0.00

50
\$87.06

ONLINE
AT
WORKS.COM


FRIENDS OF THE MUSEUMS
601 2ND ST
MARIETTA, OH 45750

04-17-2010 13:18:11
Merchant ID: 000000001491959
Terminal ID: 02232644
313205475889

CREDIT CARD
VISA SALE

CARD # XXXXXXXXXX07945
INVOICE 0004
Batch #: 000048
Approval Code: 01773B
Entry Method: Swiped
Approved: Online
SALE AMOUNT \$86.46

CUSTOMER COPY


Campus Martius Museum
601 Second St.
Marietta OH 45750
Ph: 740-373-3750
www.campusmartiusmuseum.org

RECEIPT ID: 11 Jerry
04/17/2010 01:18:51 PM

Item Description	Qty
Coonskin Cap _100224	2
TRICORNER HAT	2
Civil War Conf. Set	1
Civil War Union Set	1
FLUTE 10" WOODEN	5
13" Tomahawk w/ Rubb	2
MUSKET/PISTOL REPI IC	1
RULER - PRESIDENTIAL	1
Quill with Ink Well	1
LEWIS CLARK'S EXPEDI	1
CONSTITUTION OF THE	1
DECLARATION OF	1
WOODEN FLATBOAT KIT	1

CUYAHOGA VALLEY - CANA
500 W STREETSBO RD
PENINSULA, OH 44264
216-524-1497

TERMINAL ID: 888600
MERCHANT #: 88260133483

VISA
XXXXXXXXXX07945 EXP:XX/XX SWIPED
SALE
BATCH: 880712 INH: 000005
May 12, 10 12:15
RRN: 07128885 AUTH: 01232B

REWARDS PROGRAM: 586436

AP
TOTAL \$49.40

~~VERIFICATION~~

THANK YOU!
PLEASE COME AGAIN!

CUSTOMER COPY

The Wooster Book Company
205 W. Liberty Street
Wooster, OH 44691
(330) 262-1688

Customer name: East Holmes School Distri
6108 County Road 77
P O Box 182
Berlin
OH
5107

Transaction #: 239314 Station: 1 Clerk: JULIA
Tuesday, July 27 2010 10:42 AM

PAYIN A/R CHECKS AR Payment

TOTAL 474.60
A/R CHECKS 474.60