Spousal Reimbursement Instructions

Beginning November 1st, all users will be asked to upload your reimbursements/receipts to the Airtable link below. Receipts will be entered individually through a very simple form. All fields on the form must be completed before submitting the receipt. While this process may seem time consuming, it is actually quite quick and will make it easier for Risk Management to move forward with processing your reimbursement and not hold up the rest of your reimbursements if there is be a question on a receipt. Effective November 1st we will no longer be accepting paper copies or emailed scans.

https://airtable.com/appSm39lmeMxHlSwa/pagcjTiFjHiOyu6SZ/form

Additionally, there have been many questions on what is and is not considered a reimbursable expense. Please see the details below on eligible reimbursements and receipt requirements. It is important to note that eligible expenses include medical office co-pays and prescriptions incurred during the school year. The maximum reimbursement amount is up to the highest available employee contribution and receipts should be submitted within 30 days of incurring the expense. This benefit does not carry over from year to year.

The following reimbursements guidelines will begin January 1st.

Eligible Reimbursements:

• Co-pays for doctor's office visits

• Doctor-ordered prescriptions (excluding over-the-counter medications)

• Medically necessary services including massages (a doctor's prescription will be required for the service)

• Co-pays ONLY for chiropractic visits

• Counseling services with a licensed therapist

Receipt Requirements:

• Each receipt MUST include: date of service, provider, services rendered, and family member's name.

• Prescription claims MUST include: receipt, date of service, and family member's name.

• Please note: Credit card receipts are NOT accepted.

If you have any questions or need further clarification about these changes, please don't hesitate to reach out to us. We are here to assist you and ensure a smooth transition to this new system.