

CHECKLIST FOR LLE REIMBURSEMENT REQUESTS

Before you click SEND on that email...use this checklist to ensure that:

- All files are named correctly, for example:**
 - 103-01-123-45 LLE C-1 YMCA_NWNC_Statesville
 - 103-01-123-45 LLE C-2 YMCA_NWNC_Statesville
 - 103-01-123-45 LLE Support YMCA_NWNC_Statesville
 - 103-01-123-45 LLE F YMCA_NWNC_Statesville (submit when exhausting your site's funds)

- All files are saved in correct format.**
 - C-1: MS Word
 - C-2: MS Excel
 - Attachment F: MS Word
 - Support: PDF

- C-1 is properly filled out.**
 - Date and Financial Summary details completed
 - adequate references to the C-2 expenses - be specific as to why expenses are needed
 - unique # of children served during the reimbursement period
 - contact info & "signature" completed. (Typing the signature is fine).

- C-2 is filled out correctly.**
 - Row 2, columns Columns C-G filled out
 - Rows 5 and subsequent rows: columns A-H filled out and column Q for August expenses
 - Columns O-Y populate automatically on row 2; do not type information into these fields.
 - Enter one expense on each row. If there are multiple remote learning expenses on one receipt, they can be listed on one row with short description in column E, and explained more fully on the C-1.
 - Refer to the Instructions tab on the C-2.

- Support documents** are scanned into one PDF document (payroll register, timesheet if needed, receipts, etc.) You may submit more than 1 PDF if needed but 1 file is preferred.

- Receipts** are scanned in order of the expenses on the C-2 and are legible.

- Use the appropriate **email subject line** when you submit requests:

August LLE Expenses - Org Name - Site Name

If you don't receive an **auto reply** message, check that you used the correct subject line without typos. If that was done correctly, the files are too large. Zip them and resend, or use WeTransfer.com to send all the files together for a site.

Updated 9/7/21