

Eliot Institute Reimbursement Request Form Instructions
(Updated April 30, 2001)

1. Reimbursement requests need to be accompanied by proof of expense.
2. Include notes on your expenses to allow the Bookkeeper to determine what the expense was for and how to classify it.
3. Reimbursement requests need to be approved by a camp Dean or the Board President, unless previously authorized.
4. Reimbursement requests submitted after the end of a camp, e.g., for telephone bills, should be sent to the Dean who will send approved requests to the Administrator. For telephone expenses please enclose a copy of the telephone bill and indicate which calls were for Eliot.
5. In order to be eligible for reimbursement, expenses must be authorized in the budget and consistent with board policy.