

Parent Guide for Submitting Reimbursements

Guide for submitting home school reimbursement requests for:

1. Amazon Purchases
 2. Computers
 3. Gym Memberships
 4. Instructional Lessons
 5. Internet Services
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1. Amazon Purchases:

- a) Receipts from Amazon must show “**Shipped**” status.
- b) **Highlight** the items on the receipt you are requesting reimbursement for.
- c) **Write student’s name** next to their items if there are different student with items on the same receipt.
- d) **Draw a line through items** you are not requesting reimbursement for.

2. Computers

- a) The cost of a computer is reimbursable if pre-approved by your advisor.
- b) **The computer’s serial number must be provided.** It can be either printed on the receipt OR send a picture of the serial number on the computer.
- c) **Apple Computers** can be ordered and purchased by Twindly staff on your student’s behalf. Student allotment is directly deducted to cover the cost of the computer. You must complete a Pre-Approval form with the specifications of your computer selection.

3. Gym Memberships

- a) Students enrolled in Twindly may have the total cost a gym membership, including taxes, reimbursed if a PE course is listed on the ILP and approved by the advisor. The amount reimbursed per person is found by dividing the total monthly fee by the total number of members of family listed on the gym membership contract.
- b) The amount of a reimbursement requested can only be for the enrolled Twindly students plus one parent or guardian for a family.
- c) The membership fee will only be deducted directly from the allotment of the student with PE on their ILP who is listed on the membership contract. **This cost cannot** be spread out to other sibling's student accounts.
- d) **To request a reimbursement, you must submit these documents.**
 - i. A copy of the gym contract that must include a list of all the family members who are part of the contract.
 - ii. A monthly statement with the family membership fees highlighted. Tax can be included in the reimbursement.
 - iii. Proof of payment of the monthly fees.
- e) **How to fill out the reimbursement request.** In the Item area, write the name of the club and the month. For example, "AK Club January". You may also combine months into one line by naming the club then listing the months. For example: "MTA Center Jan-Mar & June"

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4. Instructional Lessons

- a) Your student may obtain lessons or services from a non-MSBSD-contracted vendor and be reimbursed. **Lessons from a family member can NOT be reimbursed.**
- b) **A signed “A&M” waiver must be on file at Twindly** in order to be reimbursed for these vendors. See Twindly’s website for the waiver.
- c) **To request a reimbursement, you must submit these documents.**
 - i. Complete an Instructional Receipt that lists the date and times of the lessons. If dates and times of lessons are on the vendor’s receipt you may skip this form. See Twindly’s website for a blank Instructional Receipt.
 - ii. Submit proof of payment from the vendor for these lessons. The proof of payment must also show vendor’s contact information and vendor’s rate (per class/hour/month, etc.).
 - iii. The vendor must either sign the bottom of the instructional receipt OR provide a separate receipt as proof of payment
- d) **How to fill out the reimbursement request.** On the reimbursement form, under Item, write the type of lessons AND the dates of service you are requesting reimbursement for. For example, “Karate Lessons 1/11 - 2/14”.

5. Internet Services

- a) Cost of internet service is reimbursable up to **\$150 per month**, per family.
- b) The monthly internet bill cannot be divided between your students. The cost per month can only be deducted from one student each month, however you may switch students in different months.

c) To request a reimbursement, you must submit these documents.

- i. Submit **Page 1** of the monthly statement from the internet service provider showing the amount charged specifically for internet service.
- ii. Provide proof of payment equal to or greater than the amount of the internet service.
- iii. Proof of Payment: Submit Page 1 of the monthly statement AND Page 1 of the next month's statement showing that the previous month's internet service was paid.
- iv. Proof of Payment for Autopay: submit only Page 1 of the monthly statement. "Auto Pay" must show on the statement.
- v. Proof of Payment for Missing Payments: Submit Page 1 of the monthly statement along with Page 1 of all chronological monthly statements until that service is actually paid.
- vi. Proof of Payment Before Next Bill is Received: If the internet bill was paid before the next statement showing payment arrives, submit Page 1 of the statement that has been paid, along with proof of your payment.

d) How to fill out the reimbursement request. Under the Item on the reimbursement form, list "Internet Service" followed by the months. For example: "Internet Service, Jan". You may also combine months as a single item on the reimbursement request form. For example, "Internet Service Jan-Mar & June"