

# The Do's and Don'ts of Preparing Reimbursement Request Forms

## The Do's

**DO** Make sure all paperwork is clear and legible (including receipts): This ensures scanned files that are easy to read.

**DO** Tape receipts on ALL sides: Each side of the receipt you turn in needs to be taped to a piece of copy paper. This ensures smooth scanning.

**DO** Tape receipts right-side up and left to right: This makes it easier to read and find information quickly when necessary.

**DO** Clip all your paperwork together: This will ensure that none of your paperwork gets misplaced.

**DO** Print all documents on their own individual page: Again, much smoother scanning.

## The Don'ts

**DON'T** Turn in faded, wrinkled receipts: everything you turn in has to be scanned, and an old faded, wrinkled receipt will not show up on the scan.

**DON'T** Tape only the top of the receipt: If you only tape one side of the receipt, it is likely that it will wrinkle, tear, and jam in the scanner. Please tape all sides down smoothly.

**DON'T** Tape receipts too close to the edge of the copy paper: Again, this ensures smooth scanning. Also, do not overlap the tap on the edge of the page, get a new one if there is not room.

**DON'T** Staple all of your paperwork: In order to scan the information, the staple(s) have to be removed, so it takes much longer to process them if they have been stapled.

**DON'T** Print documents double-sided: When scanning, this causes each page to have to be scanned twice, thus causing the processing to take much longer.

Space at the top, bottom, and sides of the page



Tape on ALL sides of receipt(s)!

Leave enough space between each receipt for them to be easily read.

Clear and legible receipts ONLY!