

## CLASP ASAP Convening Reimbursement Instructions

Thank you for attending *Seizing the Moment for SNAP and Medicaid Access*. As previously stated, CLASP will reimburse you for travel and ground transportation costs related to your attendance of this convening and for meal expenses incurred when meals were not provided through the convening. CLASP is covering the cost of the hotel room, but you will be responsible for any incidental costs you incurred during your stay at the hotel.

### PLEASE NOTE:

- You must attach a receipt for every expense you submit.
- We are unable to accept credit card or bank statements in lieu of a receipt.
- If you have misplaced a receipt, please try to obtain the receipt from the establishment where the expense was incurred prior to submitting your reimbursement request.
- Please submit all expense on one form and at the same time. If you have more expenses than the form will accommodate please complete a second reimbursement form and indicate that it is a continuation (i.e., 1 of 2) somewhere on the form.
- Email receipts are permissible, such as with Uber or Lyft.
- All materials must be submitted by November 2<sup>nd</sup>, 2018.
- All reimbursements will be provided by paper check and mailed to the address you provide on the reimbursement form.

### To receive reimbursement;

1. Complete the CLASP Reimbursement form.
2. Send the completed reimbursement form along with **all** receipts by;
  - Scanning your materials and sending to [reimburseasap@clasp.org](mailto:reimburseasap@clasp.org).
  - Or, mailing your completed form and receipts to:
    - CLASP  
c/o Darrel Thompson  
1200 18th Street NW, Suite 200  
Washington, DC 20036
3. Submit all materials by November 2<sup>nd</sup>, 2018.
4. Please allow two weeks for processing. We hope to mail all checks the week of November 19<sup>th</sup>.

If you have any questions about the reimbursement process, please email [reimburseasap@clasp.org](mailto:reimburseasap@clasp.org) and we will respond to your questions as soon as possible.