



Reimbursement Checklist

Stipends

☐	Stipend Reimbursement Request Form
☐	Stipend Reimbursement Cover Sheet (if submitting more than one stipend)
☐	For coach stipends: individual coaching certificates must be on file with SONJ
☐	Complete list of responsibilities and dates worked
☐	Proof of payment from the school/district to the individual (copy of the check, payroll report, etc.)
☐	All documents in PDF format
☐	All documents sent as attachments rather than links

Non-Stipends

☐	Expense Reimbursement Request Form
☐	Completed bottom sections of Reimbursement Request Form, including # of students
☐	Original invoice from the vendor (not a PO or a quote)
☐	Proof of payment from the school/district to the vendor (copy of the check, payroll report, etc.)
☐	All documents in PDF format
☐	All documents sent as attachments rather than links

