

# HOW YOU CAN GET YOUR CLAIMS FOR REIMBURSEMENT **FASTER**

- EFT FORM – ELECTRONIC FUND TRANSFER BE SURE TO FORWARD THE COMPLETED (EFT) TO CIVINS. YOU WILL NOT RECEIVE ANY REIMBURSEMENTS WITHOUT THIS FORM.
- TYPE THE CLAIM FOR REIMBURSEMENT FORM (SF1164) (IF YOU USE A PEN, FOR CARBONIZED SF1164, MAKE SURE IT GOES THROUGH ALL COPIES)
- SEND ORIGINAL AND TWO COPIES OF RECEIPTS
- COPY YOUR RECEIPTS ON A FULL SHEET OF PAPER
- DO NOT ADD SALES TAX TO TOTAL
- DO NOT HAVE ANY APPROVING OFFICIAL SIGN IN BLOCK (this is for 031A signature)
- DO NOT SEND TEXTBOOK RECEIPTS – YOU WILL GET A BOOK ALLOWANCE
- DON'T FORGET TO SIGN YOUR NAME IN INK

