

# Walk for Autism – Charleston

## RDI Scholarship Reimbursement Procedures

Please submit documentation for reimbursement **US MAIL ONLY** to:

Walk for Autism-Charleston

Rose O’Neal, controller

2551 Midland Park Rd., Box 84

Charleston, SC 29406-4558

### **For RDI Consulting Expense Reimbursement:**

Submit an Invoice for Consulting Services. The following information is required:

- The name of the child being served
- The name and address of the consulting firm
- Itemized listing of services provided
- Dates of Service
- Check number relating to payment

**Documentation of payment required with your invoice. For example: 1) the canceled check both front and back or 2) copy of money order**

### **General Guidelines Regarding Scholarship Reimbursement:**

1. No cash payments will be reimbursed.
2. All documentation needs to originate from parents/guardians. No paperwork will be accepted from RDI consulting firms for reimbursement.
3. Invoices should be received by the 10<sup>th</sup> of each month. Reimbursement checks will be written by the 15<sup>th</sup> of each month and mailed on the 1<sup>st</sup> business day after the 15<sup>th</sup>. During holiday or vacation periods an email notification will be sent for any change in this schedule within 7 days of the new payment date.

### **Scholarship Awards**

You will receive either an email or written notification regarding your **scholarship award, a copy of these procedures, and time sheets** approximately 60 days preceding the Event. Scholarship awards will be administered as 12 monthly reimbursements. You may submit for a reimbursement above the minimum monthly award. However, any unused portion of your minimum monthly award will return to the organization. If there are any exceptions to this, the attached Request for an Appeal, can be submitted.

I have read and understand the procedures stated above. (Submit signed copy with application.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date