**Alliance Academy Reimbursement Information 2023 – 2024**

**Enrichment Activity Funds**

Each family enrolled in Alliance Academy will have access to $1,000 per student, per school year for activities such as sports, art, music and consumable school supplies needed to participate fully in lessons, activities and / or instructional classes. Students enrolled after the school year begins will have a pro-rated amount. Personal items such as shoes, helmets, balls, etc. are not allowable. Up to $500 per semester will be reimbursed. Any money not spent in the first semester will be carried over and added to the $500 allotted for second semester. The intent is for you to spend $500 of enrichment money per semester so opportunities are spread throughout the year for the student.

The cost of providing internet in the home during the school year can be reimbursed as well. The cost of internet for families with multiple students will be divided evenly between the children in the program.

Please note: Only activities that occur during the school year are reimbursable. You may pay for activities before the school year starts as long as the receipt is clear that the activities will occur within the school year. Consumable supplies intended to be used during the school year cannot be purchased prior to mid-August.

**Vendor Information**

Vendors for activities will need to be approved by Alliance Academy. If the vendor and activity are not approved, families will need to provide appropriate documentation in order to be reimbursed for the cost.

**Field Trips**

Student admission for field trips organized by Alliance Academy will be reimbursable. There will be an online portal to access and pay for individual field trips costs. Parents will need to print the receipt received from that payment and submit it along with all other reimbursement receipts.

**Documentation**

Approved documentation / receipt must include the name of the vendor, description of services and dates provided, and amount paid. Itemized receipts are required for all purchases, if receipts are not supplied we cannot process the reimbursement. By law we need to have itemized and accurate information as required by our auditors. Receipts should not be older than 3 months. Annual memberships are the exception and should be turned in during the second semester. Reimbursement requests can be submitted by entering information into the Google Form and attaching a picture of the itemized receipt / invoice. The link will be sent out via email and is also on our website.

**Communication**

If there are any questions / concerns regarding receipts or requests that have been submitted, we will reach out to clarify the concern. If you have any questions about allowable activities, supplies or vendors please contact Vicki Bernstein at bernsteinv@ycschools.org or (503) 852-7627 *prior* to expending any funds.

**Due Dates**

All approved reimbursement requests submitted by the 10th of the month, starting in October, will be processed for payment by the last Friday of each month. February 10th is the final due date for the 1st semester and will be paid on the last Friday of February. June 1st will be the final due date for the 2nd semester and will be paid by the end of June.