

Reimbursement Procedure and Guidelines

Procedure

Send an email to the HSA email address (stehsa@stelizabethparish.org) with reimbursement form and pictures of receipts attached. We will print your forms and receipts, log the receipts into our spreadsheet, and submit them to Dr. Greco for approval.

--OR--

Send the completed reimbursement form and physical receipts or photocopies of receipts to school to be placed in the HSA mailbox in the office.

Please put in an envelope addressed to:

Ashley Miceli – HSA Reimbursement

Guidelines

- Pictures or photocopies must be of the physical receipt.

**Screenshots of bank/credit card statements are not submissible.*

- Please submit for reimbursement at the conclusion of the event or initiative you are working on.

- If you have personal items and HSA items on the same receipt, please highlight the items that you are seeking reimbursement for.

- If you prefer to treat the items you purchased as a donation, please submit the receipts via email and indicate that you intend to donate them.

- For any good or service in excess of \$300, the school will submit a request to the business office to pay directly from a tax-exempt account.

Contact Ashley Miceli to initiate the process.

If you have any questions or concerns, contact Ashley Miceli:

Email: ashleysahd@gmail.com

Cell: (717) 421-7265