

“After the Fact” Approval Form

Participants must attach a **completed** reimbursement form and original receipts, including dates of service. Forms and receipts must be received in the OARDC Fiscal Office by **5:00pm** the **5th** of the month to qualify for reimbursement of the previous month. This “after the fact” approval form must be signed by the OARDC Director’s Office prior to submission. Please contact Shelley Whitworth at 330-263-3701 to review your “After the Fact” form.

Reimbursements will NOT BE ISSUED for submissions more than 30 days old.

Please indicate why the receipt and reimbursement form are being submitted late:

I have reviewed and understand the application and reimbursement processes and will try to prevent late submissions in the future.

Employee/Participant Signature

Date

OARDC Administrative Signature

Date