

Reimbursement – school supply

If you have used money to buy school supply, supply for social events arrangements etc. you can get the amount reimbursed by Swedish School. All reimbursement must be requested by email. The email address is:

kassor.swedishschoolatlanta@gmail.com

Your e-mail should contain the following information:

- Full Name
- Very short description of what you are asking reimbursement for
- Picture of the receipt from the purchase
 - *Make it completely clear on the receipt what (supply/thing) you are asking reimbursement for (highlight)?*
- Total amount in dollars (if international currency, use exchange rate (google) and calculate the amount in Dollars. Write the Fx rate in the mail.)
- How do you want the reimbursement?
 - *Online transfer (Zelle – add phone number) or*
 - *Check*

Please notice **you** are responsible of asking for the reimbursement. Please make sure you ask for it **within two months** from purchase.

Example:

Hi Kassor,

Please reimburse me for the following:

- Full Name: Nanna Andersen (board member)
- Description: Color code stickers to organize the library books by reading difficulty. And a small box for storage of the remaining stickers. OK by board
- Total amount: 26,04 USD see attached picture
- Payment : By Zelle – my number is XXX-XXX-XXXX



Thank you and Best regards
Nanna