



## Treehouse Financial Resource Reimbursement Policy

Treehouse will reimburse youth, caregivers or partner agencies for qualifying expenses through our Just-in-Time Funding and Driver's Assistance programs. Funding is not guaranteed until approved by a staff person. Individuals may reach out before expenses are incurred to receive pre-approval, but this is not required.

Reimbursements must be requested within 60 days of payment. Reimbursement is allowed only when reimbursement has not been and will not be received from another source.

A receipt must be presented with the request showing all the following:

- Date of purchase
- Amount paid
- Name of business paid
- Youth name: This may be handwritten or included in the file name if not included in the original receipt.
- Purchase details: The receipt should be itemized or include a brief description of the items or services purchased.

### Reimbursement Process for Requesters

#### Just-in-Time Funding

1. Complete the Just-in-Time Funding request form. Select "Yes" to the question "Are you seeking reimbursement for the requested service or item(s)?"
2. Select the preferred payment method. Reimbursements are issued via PayPal or check only.
3. Attach a copy or photograph of the receipt proving payment was made. The receipt must include the details listed above.
4. Complete the remainder of the form including details for payment delivery.
5. A confirmation email is sent after the form is submitted.

#### Driver's Assistance

1. Complete the Driver's Assistance reimbursement form. Select the preferred payment method. Reimbursements are issued via PayPal or check only.
2. Attach a copy or photograph of the receipt proving payment was made. The receipt must include the details listed above.
3. Complete the remainder of the form including details for payment delivery.
4. A confirmation email is sent after the form is submitted.