**OPTION #4 REMEDY REQUEST & REIMBURSEMENT PROCEDURES**

Login into your district Office 365, select the Data Dashboard

Under Things to do…

Select Remedy

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Description automatically generated

Available Remedy will appear at the top in the blue banner

Select “View Remedy Statement” for a statement of remedies earned and used

Select “+New Remedy Request”

Graphical user interface, text, application, email

Description automatically generated

Enter an estimated amount (in dollars) for your remedy request.

Provide a description of how your request will directly benefit your students.

Graphical user interface, text, application, email

Description automatically generated

Select SAVE (top left corner)

Once saved, you will need to confirm the use of your request is 100% for teaching purposes. Please select “OK”.

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Description automatically generated

Once submitted, your request will appear as “In Review” until approved.

Graphical user interface, text, application

Description automatically generated

You will receive a notification once your request has been reviewed. Your request will either be Approved, Denied, or more information may be required. The “Response” column will indicate once your request has been approved. An email will also be sent to your school district email account.

Once your request has been approved and you have made your purchases, you will need to submit your receipts for reimbursement. Select the “Submit Receipts” button.

Graphical user interface, text, application, email

Description automatically generated

Enter your receipts. Separate your book and non-book values (this is for GST rebate purposes). Enter your taxes and ensure the auto-fill receipt total field matches your receipt.

Enter all receipts that relate to that specific remedy request. You can not exceed the value of the remedy request.

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Description automatically generated

A copy of the receipt must be attached. Click the “+” under Files.

Give a description for your receipt and attach your file. Receipts must be in PDF or JPEG format. Select Save.

Graphical user interface, text, application, email

Description automatically generated

Once you have successfully uploaded your receipt(s) and saved, the following message will appear.

Graphical user interface, text, application

Description automatically generated

You will receive reimbursement for your submission within 3 weeks. This is processed through the Accounting Department and will be direct deposited to your bank account on file.

Once reimbursement has been made by Accounting, the transaction will be posted to your remedy statement.

Graphical user interface, text, application, email

Description automatically generated