**STEPS ON FILLING THE REIMBURSEMENT FORM**

[**ALIC Reimbursement Link**](https://www.cognitoforms.com/alicelca/alicreimbursementform)

1. Fill in your full name, mailing address and email.
2. Click Next.
3. Enter all expenses that are needed for reimbursement. Enter the date, type, amount and purpose of the itemized expense.
4. Upload a picture or document supporting the itemized expense. This is greatly needed and without any supporting document might delay your reimbursement process.
5. If there are more than one, click on Add Expense to add more and repeat steps 3-4.
6. The Total Reimbursement should appear on this page.
7. Click Next.
8. The last page is to confirm the total reimbursement due. By clicking Submit, you acknowledge that everything is entered correctly and ready to be reviewed.
9. An email will be sent when the payment is being processed.