



This report must be submitted to
YFU by **February 1st**

FLEX-YES 2023-24 Incidental Expense Report

FLEX and YES students have a \$300 budget for school-related expenses. Reimbursement can be made to either the student or host family. Follow the instructions below to request reimbursement. ***Some coverage has changed for 2023-24—review this information CAREFULLY!***

Covered expenses: school fees (registration, textbooks, classroom activities, uniform); sports physical, school supplies, backpack, yearbook, classroom materials (art, music, sports), extra-curricular activity fees, yearbook, climate appropriate clothing up to \$100 (*prior approval required if expense is greater than \$100*).

Not covered: prom/homecoming clothing or fees, cap & gown or graduation fees, senior portraits/school photos, class ring, computers/tablets, phones/phone cards, TOEFL/SAT/ACT fees, toiletries/personal hygiene items, snacks, jewelry, luggage or excess luggage fees; vaccines/medical co-pays*

*Note: ASPE insurance covers required vaccinations. You must submit a claim to ASPE for these expenses. Medical co-pays are reimbursed separately—use the Co-Pay Reimbursement Form.

Submit your Incidental Reimbursement as soon as you have spent your \$300 budget, but not later than **February 1, 2024**.

If you are unsure whether or not an item will be covered, email yfugrantscholars@yfu.org and ask BEFORE making the purchase.

Follow these steps to request your Incidental reimbursement:

1. **Complete and sign the form on the back.** Use a separate line for each receipt—only one receipt per line. Write a brief description of the items purchased and the total cost of the items. Cross out any items on the receipt that do not qualify for reimbursement. Label each receipt with the corresponding line number. Completing the form properly will decrease processing delays.
2. Include your **original** receipts (do not staple them to the form). For online purchases, print a copy or take a screenshot of the receipt. Expenses without a valid receipt cannot be reimbursed. Keep copies of everything until you receive reimbursement. YFU is not responsible for forms that get lost in the mail.
3. Mail the completed form and receipts to:

YFU USA
3995 Fashion Square Blvd, Suite 2
Saginaw, MI 48603

FLEX/YES Incidental Expense Reimbursement

Student Name:		Program: <input type="checkbox"/> FLEX <input type="checkbox"/> YES	
Host Family Name:			
Reimbursement should be paid to (select one): <input type="checkbox"/> Student (funds will be added to student's US Bank Visa debit card) <input type="checkbox"/> Host Family: Make check payable to _____			
Street Address:			
City:	State:	Zip Code:	

	Description of Purchase	Store	Cost
<i>example</i>	<i>Backpack, pencils, pens, notebooks tennis shoes for gym class</i>	<i>Wal-Mart</i>	<i>\$ 85.16</i>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
TOTAL Incidental Expenses			\$

Student Signature: _____ Date: _____

Host Parent Signature: _____ Date: _____