



## **REIMBURSEMENT PROCESS**

### EMPLOYEE CLAIMS PROCEDURE:

- ❖ Employee obtains care/services for eligible expenses.
- ❖ Claim initially paid by employee to provider.
- ❖ Employee submits receipts and/or documentation of claim with reimbursement request form to ASi for processing.
- ❖ ASi processes claim and issues reimbursement payment to employee with eligible employer contributions made on behalf of employee.

### CHECK REIMBURSEMENTS PROVIDED BY ASi

- ❖ Eligible claims processed daily
- ❖ Reimbursement checks issued weekly if adequate funds remaining on behalf of eligible employee.

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