Frequently Asked Questions-

Employee Reimbursements:

- Submit employee reimbursement form to legalproject@bill.com with receipts or email to accounting@legalproject.org.
    - Travel and qualified purchase reimbursement should be submitted monthly.
        - Indicate the applicable grant on the form
        - Make sure the receipt is legible!
        - If purchase is not qualified, you will be notified via email and you will NOT receive reimbursement.
            - If you are unsure what is included, please ask before purchase is made.
    - Health and wellness reimbursements should be submitted quarterly.
        - Due by the end of month following the end of the quarter.
        - Please attach the receipt for the purchase
    - **IMPORTANT**: Make sure your supervisor has signed off on the form or the reimbursement will not be paid.
        - If not signed, you will receive an email and the form back. Once it is signed you can resubmit

Credit Card Purchases:

- Get a receipt for every purchase you make.
    - Send the receipt to accounting@legalproject.org
        - Please indicate which grant it should be charged to either on the receipt or in an email to me.

Invoices:

- Translation services payment requests should be sent to legalproject@bill.com
    - Please have an invoice from the translation service
        - It **must** say the language on the invoice from the company.
    - A purchase order- Signed by manager/supervisor
        - Please indicate the grant/funding source on the purchase order
    - Make sure the dates of the translation services are on form and the type of translation or language.

Bill.com

- All invoices and reimbursements are paid via bill.com
- You can sign up for e-payments which are similar to direct deposit.
    - If you want to sign up for e-payments email accounting@legalproject.org

Paper Check Process

- To receive a paper check please indicate it on the purchase order submitted with the invoice
- This should only be requested if you need to submit paperwork with the check as Bill.com cannot accommodate this.
    - PAPER CHECKS ARE THE EXCEPTION NOT RULE

***If you have any questions, please email me at accounting@legalproject.org ***