



This report and your receipts  
must be mailed to YFU by  
**February 1, 2025**

## FLEX-YES 2024-25 Incidental Expense Report

FLEX and YES students have a \$300 budget for school or activity related expenses. Reimbursement can be made to either the student or host family. Carefully review the information below to determine what expenses qualify for reimbursement. ***If you are unsure, send an email to [yfugrantscholars@yfu.org](mailto:yfugrantscholars@yfu.org) and ask BEFORE making the purchase.***

**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, AP course 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 no later than **February 1, 2025**.

## INSTRUCTIONS FOR COMPLETING THE INCIDENTAL EXPENSE FORM

1. Fill out the top portion with your name and your host family's name and address. Check the box next to your program and be sure to check the box to tell us who is receiving the reimbursement.
2. Use a separate line for each receipt—***only one receipt per line***. Write a brief description of the item(s) purchased from that store and enter the total cost of the items. Cross out any items on the receipt that do not qualify for reimbursement. All items from the same store should be included on the same line. Label each receipt with the corresponding line number, for example, write the number 1 on the receipt from the store listed on line 1.
3. 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.
4. Mail the completed form and receipts to:  
**YFU USA**  
**3995 Fashion Square Blvd, Suite 2**  
**Saginaw, MI 48603**

## FLEX/YES Incidental Expense Reimbursement Form

<b>Student Name:</b>		<b>Program:</b> <input type="checkbox"/> FLEX <input type="checkbox"/> YES	
<b>Host Family Name:</b>			
<b>Reimbursement should be paid to (select one):</b> <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 _____			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>

	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			\$
<b>TOTAL Incidental Expenses</b>			\$

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_