

**NON-DOD SCHOOLS PROGRAM (NDSP)
Reimbursement Submission Information**

Reimbursement Submission Information:

Definitions:

Invoice: A detailed list of goods or services rendered; an itemized bill.

Receipt: An itemized bill that has been marked as having been paid.

A school or other service provider (tutor, transportation, speech language pathologist) may submit their invoices directly to NDSP or through the NDSP Liaison.

1. **School invoice** listing itemized costs. English translation required. Questionable items remain pending until justification is provided by the school. It is desirable to have one invoice for school year; however, some schools bill per term. Once received, allowable fees are reviewed and payment initiated for authorized costs.
2. **Other Invoices** (bus transportation, tutoring, speech therapy services, etc.)
3. **Electronic Funds Transfer (EFT) Information Worksheet Request** (Mandatory for payments processed through DFAS only) Payments in most of the Americas and some in the Pacific are processed through the Embassy through a fund cite and therefore no EFT worksheet is required. If uncertain how payments are processed for the specific country, please email the appropriate email address contact below or contact the NDSP Liaison. Electronic Funds Transfer worksheet is required for a first time submission only if payment is processed through DFAS.
4. **NDSP Sponsor Claim for Reimbursement Worksheet** – Required for sponsor reimbursement with invoice/attached paid receipts. Examples of receipts: tutoring, registration fees, transportation other than POV, etc. Signed paid receipts by service provider are required for tutoring or other service providers (e.g. speech therapy). Electronic Funds Transfer worksheet is required for a first time submission if payment goes through DFAS).
5. **Standard Form 1164** - Complete this form for POV mileage reimbursement. Electronic Funds Transfer worksheet is required for a first time submission if payment goes through DFAS).
6. **Home Based Education Reimbursement-** Complete this worksheet along with paid receipts for home based education reimbursement. Electronic Funds Transfer worksheet is required for a first time submission if payment processed through DFAS.

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Required Documents for Submission:

Direct Reimbursement to School or Service Provider

1. Invoice
2. Electronic Funds Transfer (EFT) worksheet is required for a first time submission if payment goes through DFAS). See #3 above for full explanation.
3. Service Providers- invoice including (invoices must be in English or translated into English)
 - Date of service
 - Type of service (speech therapy, tutoring)
 - Time of service (eg. .5 hr, 1.0 hr)
 - Cost of service per session (per time of service)
 - Currency (e.g. USD, EUR, GBP, etc)
 - Total cost of service

Parent Reimbursement

1. Invoice and paid receipt (receipt must be signed if for tutor or by other service provider) See service provider requirements for invoices listed above (#3).
2. Sponsor Claim For Reimbursement-submit this worksheet
3. Electronic Funds Transfer (EFT) worksheet is required for a first time submission if payment goes through DFAS. Please review Reimbursement Submission Information #3 for further information on when the EFT is required.

Parent Reimbursement for Home Based Education

1. Home Based Education Reimbursement-submit this worksheet. One per vendor, one per student
2. Electronic Funds Transfer (EFT) worksheet is required for a first time submission if payment goes through DFAS. Please review Reimbursement Submission Information #3 for further information on when the EFT is required.

POV Reimbursement:

1. Submit Standard Form 1164 for POV reimbursement
2. Electronic Funds Transfer (EFT) worksheet is required for a first time submission if payment goes through DFAS. Please review Reimbursement Submission Information #3 for further information on when the EFT is required.

To obtain the forms/worksheets:

1. Go to <http://www.dodea.edu/nonDoD/index.cfm>
2. Select the link on the right titled Resources
3. Select the appropriate worksheet(s); **NDSP Sponsor Claim for Reimbursement Worksheet, EFT Information Request, Standard Form 1164, Home Based Education Reimbursement**
4. EMAIL completed documents to the contact information listed below.

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Reminder: All invoices must be in English or at least translated into English. Sponsors may request assistance through MilitaryOneSource (<http://www.militaryonesource.mil/>) for translation of documents. Call 1-800-342-9647 and MilitaryOneSource will provide you with all the information to assist you with the translation process.

MilitaryOneSource provides International Dialing Instructions for specific countries located on their website:

http://www.militaryonesource.mil/counseling?content_id=267781

Each submission can include a maximum of 20 pages to translate.

Scanned and emailed documents are preferred. Please submit all documents to the appropriate contact email or fax number noted below. If you have questions or a special situation, please email or telephone the NDSP staff.

NDSP Submission Contact Information:

(Americas) NDSP.Invoices.Americas@hq.dodea.edu Telephone: 571-372-0591

(Europe) NDSP.Invoices.Europe@hq.dodea.edu Telephone: 571-372-0591

(Pacific) NDSP.Invoices.Pacific@hq.dodea.edu Telephone: 571-372-0591

Telephone: Commercial 571-372-0591

Telephone: DSN 312-372-0591

Fax: 571-372-1908

Email the contact listed above if you need to fax documents.