CHATT Expense Report - 2015

CHATT senior therapist staff (not line staff) can obtain reimbursement for a limited number of their expenses related to administrative overhead starting in 2012. Please copy this page and use the table below. Pre-approved expenses include the following: reasonable number of copies from a copy shop (include receipt if available), copies of regular forms used for therapy printed at home (paid @ 3-cents per page), reasonable postage or fax charges for timesheets or documents directly related to therapy (include receipt if available).

Travel is included on the timesheet and not on expense reports. All other expenses require a pre-authorization email submitted to Colleen/Mike for approval. Please note that we have several Officejets and a (dated) office copier, so CHATT is able to make bulk copies of any documents that are widely used. Contact Mike about copying/printing, and Colleen about picking up copies (see below).

Date	Description of Expense	Quantity	Unit Price	Line Total
			TOTAL DUE	-

Documents/Copies Available from Colleen: In 2012, Colleen will be carrying a large file box with her to therapy appointments (in her car). The most common forms and documents (see below) will be available from her for free. Just ask her (or look in the black file box if she's busy!). We will email a pdf file of the scanned forms as a viewable index to them, as well as keep a paper-clipped index in the box, so you don't have to dig through folders to browse them. We will try to keep the box replenished with the most requested forms, and seniors can email/text Colleen/Mike if they want to ensure adequate supply of a specific form or forms.

Program and Data Sheet s (by Filename/Document Title)

ABC Log, Attendance Policy, Data Sheet 1, Data Sheet 2, Data Squares, Grid Data, Missed Shift or time off, Narrative Data Sheet, Percent Table, Program Checklist, Program Information Sheet, Peer Interaction Data Sheet, Sibling Interaction Data Sheet, Schedule (weekly), Session Log, Skill Sheet, Time Data

Employment/ Hiring Forms (by Filename/Document Title)

Background Information Disclosure (BID) Form, CHATT Employment Agreement, CHATT Employee Information Form, CHATT Expense Report, I9 Form, W4 Form

Family / Insurance / HIPAA Documents (by Filename/Document Title)

Child Information Form, Insurance Verification Form, Notice of Privacy Practices, Receipt of NOPP Form

Manuals/Guides

CHATT Autism Coach Manual (for Line Staff)