

Town of Barre
Swim Lesson Reimbursement Form

Today's Date: _____

Name of Child: _____

Name of Parent/Guardian over the age of 18: _____

Home Address: _____

Business/Location of Lesson: _____

Address of Lesson: _____

Date of Lesson: _____ Price of Lesson: _____

~ Please attach your receipt to this form and return to the Town Manager's Office ~

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(Below this line is for Town Office Use Only)

Reimbursement Amount (please circle): \$25/child Other: _____

Total Reimbursement Amount: \$ _____

Account #: 011.462.697

Date Received: _____

Weekly Warrant: _____

Initial/Date: _____

(Bookkeeper)

Chris Violette, Town Manager

Town of Barre
Guidelines for Swim Lesson Reimbursement

- 1) All reimbursements will be granted through the Town Manager's Office.
- 2) One (1) reimbursement up to \$25 per child for the fiscal year.
- 3) The swim lesson must have been taken with a recognized public, non-profit, or private organization that gives swim lessons on a regular basis. The location of the lesson could be anywhere - including out of state.
- 4) Child must be aged 16 years or younger in order for a reimbursement to be made.
- 5) The receipt must be brought to the Town Manager's Office by a person aged 18 or older.
- 6) Proof of Barre Town residency at the time of the lesson is required before reimbursement can be granted.
- 7) Reimbursement must come in the form of a printed check, approved by the Selectboard.
- 8) The reimbursement check will be placed on the earliest possible AP warrant, and mailed to the recipient.
- 9) All records will be kept by the Town Manager's Office.