

Invoices and Employer Reimbursements

If your employer will be **paying the school directly**, NOT reimbursing you through employer reimbursement, please send an email to jcwinskie@trevecca.edu with any Letter of Credits (LOC or authorization form) and explain your invoice request.

*VA/Military invoicing NOT included

Please include: Name, Employer contact information (attn.: John Smith, 615-XXX-XXXX, jsmith@jamestown.org), what needs to be included within the invoice, and attach any LOCs if applicable.

If your employer will be **reimbursing you** (NOT paying the school directly) and you are a student in the School of Graduate and Continuing Studies, please direct your detailed Employer Reimbursement requests to sgcsfinancialservices@trevecca.edu

Please explain what needs to be included in the Employer Reimbursement.

If you are **NOT** a student in the **School of Graduate and Continuing Studies** and are needing an employer reimbursement, please direct your requests to jcwinskie@trevecca.edu and explain what needs to be included in the Employer Reimbursement.

*VA/Military invoicing NOT included