

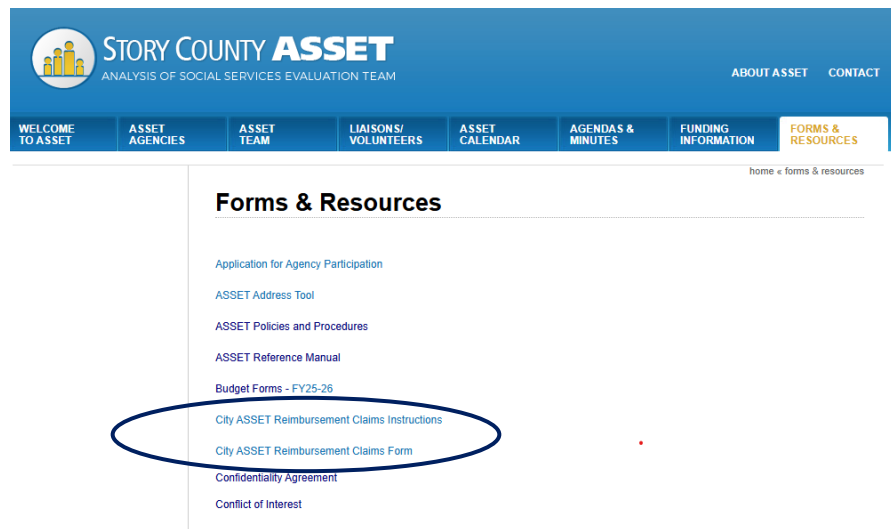
City Reimbursement Claims Form – How to Instructions

Important Reminders:

- Claims must be for services provided to a client within the last 90 days
- The claims form must be complete with appropriate documentation as needed.
- The requested reimbursement for the service(s) provided must have been provided to an Ames resident. Documentation is necessary.
- Use a claim form per service per month. (Do not put requests for reimbursements for different services on the same claim form; do not put multiple months of a service reimbursement request on one claim form.)

Claims Reimbursement Process

1. Complete the [City ASSET Reimbursement Claims Form](#) and fill in all necessary information. The claims form can also be found on the “Forms & Resources” tab at www.storycountyasset.org



2. Provide additional documentation if needed per the claims form instruction.
3. Email the claims form and documentation to asset@cityofames.org
4. Track your reimbursement claims to ensure you know your balance.

*****Reimbursement requests can take up to two weeks to process once reviewed and approved*****

Questions? Email asset@cityofames.org