

# North Dakota Dental Assistant Outreach Reimbursement Request Form

Please 1) obtain pre-approval, 2) complete the form below, 3) attach receipts, 4) attach your W9, & 5) email to: [info@smilenorthdakota.org](mailto:info@smilenorthdakota.org)

Date: \_\_\_\_\_

Name (First/Last): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dental Practice: \_\_\_\_\_

Event Name: \_\_\_\_\_

Description of Reimbursement (After 5/1/2018)	Amount
High School Outreach / Career Fairs:	
Round trip miles x \$0.58=	_____
Location:	_____
Date:	_____
Hours Worked:	_____
<b>Total</b>	

Office Use Only		
Check #	Amount	Date
Request Received: _____		
Reviewed by Committee: _____		
Request Approved: _____	Denied _____	
Denial Reason: _____		