



## Passport Program Tip Sheet

*~ For Passport Participants and the Service Providers who support them ~*

# Submitting Official Invoices

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Many organizations and businesses provide customers and service users with an “official invoice” as way to request payment, for example day programs and recreational programs. Passport participants may submit official invoices for reimbursement of expenses that are covered by the program.

An “official invoice” must contain all of the following information to be processed by the Passport program:

- The organization’s logo, letter head or an official stamp
- The organization’s contact information
- Invoice number
- Client name
- Date of invoice
- Description of service
- Date(s) of service
- Total cost

In addition, if the dates of service cross the fiscal year (start before March 31 and end after March 31), specific service dates must be included.

Official invoices may be submitted to the Passport program prior to the service being provided.

Please attach all invoices to the Purchase of Service (POS) form. Passport program participants will be reimbursed directly and are responsible for ensuring the organization is paid in full.

Thank you in advance for providing us with the information and documentation we require. If you have additional questions about submitting official invoices, please contact the Passport office at 416-780-1106.

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