



REIMBURSEMENT FORM

Do you have qualified expenses that you did not use your Addventure Card for at the point of sale?

Complete this form and submit via email to support@goaddventure.com to initiate reimbursement. Please be sure to attach any receipts for transactions you would like to be reimbursed for.

1. Employer name _____
2. Your name _____
3. Date of birth (used to confirm identity) _____
4. Start date of transactions _____
5. End date of transactions (may be the same as start date) _____
6. Total amount _____
7. Provider/merchant _____
8. Description (optional) _____
9. Please attach valid documentation. Receipts must be in a JPG, JPEG, GIF, PNG or PDF format and cannot exceed 8 MB. The maximum number of receipts per reimbursement form is 4.

FOR YOUR INFORMATION:

When and how will I receive reimbursement?

Once your reimbursement request has been processed and approved, you will receive the reimbursement directly in your payroll. It may take up to two to three weeks to process reimbursements.

How can I find out the balance on my card or transaction information?

To check your balance, open the Addventure app on iPhone or Android, or reach out to support@goaddventure.com to request an account statement at any time.

Other Questions?

Email support@goaddventure.com