

**NON-DOD SCHOOLS PROGRAM (NDSP)
Required Documents for Reimbursement Submission
Checklists for Information Only-Do Not Submit**

Reimbursement Submission Information:

Definitions:

Invoice: A detailed list of goods or services rendered; an itemized bill.

Receipt: An itemized bill that has been marked as having been paid.

The school or other service (tutoring, transportation) may submit their invoices through the DEL or directly to NDSP. Forms/worksheets are hyperlinked for your convenience.

1. **School invoice** listing itemized costs. English translation required. Questionable items remain pending until justification is provided by the school. It is desirable to have one invoice for school year; however, most schools bill per term. Once received, allowable fees are reviewed and payment initiated for authorized costs.
2. **Other Invoices** (bus transportation, tutoring, speech therapy services, etc.)
3. **Electronic Funds Transfer (EFT)** Information Worksheet Request (Mandatory for payments processed through DFAS only) Payments in most of the Americas and some in the Pacific are processed through the Embassy through a fund cite and therefore no EFT form is required.
4. **NDSP Sponsor Claim for Reimbursement Worksheet** (For sponsor reimbursement only with attached paid receipts.) Examples of receipts: home-based education materials, tutoring, registration fees, transportation other than POV, etc.
5. [Standard Form 1164](#): Complete this form for POV mileage. No other forms required for POV mileage reimbursement.

Scanned and emailed or faxed documents are preferred. Please submit all documents to the appropriate contact email or fax number noted below. If you have questions or a special situation, please email or telephone the NDSP staff.

NDSP Submission Contact Information:

(Americas) NDSP.Admin.Americas@hq.dodea.edu Telephone: 571-372-0591

(Europe) NDSP.Admin.Europe@hq.dodea.edu Telephone: 571-372-0591

(Pacific) NDSP.Admin.Pacific@hq.dodea.edu Telephone: 571-372-0591

Fax: 571-372-XXXX

Email the contact listed above if you need to fax documents.

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