
Riley Rink Reimbursement Policy

The Town of Dorset will reimburse Dorset Residents for recreation discounts at select Riley Rink at Hunter Park programs.

Residents are required to fill out and submit a reimbursement form at the Town Manager's Office; proof of payment (i.e. copies of cancelled checks, receipts, program registration forms) is required for each program reimbursement being claimed. Proof of residency (copy of driver's license, utility bill, or lease) is also required. Reimbursement Forms will be accepted at an ongoing basis, with a spring 2011 deadline. Reimbursement Forms along with proof of residency and proof of payment can be filed via mail as well.

Once reimbursement claims have been filed properly, the resident will be mailed a check by the Town of Dorset.

Reimbursement Forms will be made available at the following locations:

Town Offices
Dorset School
Town Website

Items needed to file reimbursement claim:

1. Proof of Dorset residency (copy of driver's license, utility bill, or lease agreement)
2. Completed Reimbursement Form
3. Proof of Payment for each program reimbursement being claimed (cancelled checks, receipts)

RILEY RINK AT HUNTER PARK EXPENSES

DATE _____

NAME: _____

ADDRESS: _____

ACTIVITIES PARTICIPATED IN: _____

AMOUNT TO REIMBURSE: _____

PLEASE ATTACH RECEIPTS

SIGNATURE: _____

FOR OFFICE USE ONLY:

Proof of Residency

Date Received: _____

Proof of Payment

Date Reimbursement Sent: _____

