

Invoices and Employer Reimbursements

If your employer will be **paying the school directly**, NOT reimbursing you through employer reimbursement, please send an email to studentinvoices@trevecca.edu with any Letter of Credits (LOC or authorization form) and explain your invoice request.

*VA/Military invoicing NOT included

Please include: Name, Employer contact information (attn.: John Smith, 615-XXX-XXXX, jsmith@jamestown.org), what needs to be included within the invoice, and attach any LOCs if applicable.

If your employer will be **reimbursing you** (NOT paying the school directly), please direct your detailed Employer Reimbursement requests to studentinvoices@trevecca.edu

*VA/Military invoicing NOT included

Please explain what needs to be included in the Employer Reimbursement. An invoice will be provided to you to submit to your employer. It is the responsibility of the student to ensure all balances owed to Trevecca are paid in full by financial aid and/or personal payments. Please contact financialservices@trevecca.edu for more information about your financial aid and payment options.