

Pay Submission Process

Cohort Director

- Each time you complete a review form (mid-semester and end of semester) you will be routed to our Cohort Director Invoice form.
- Using your LEAD email address, complete the form and click submit (choosing semester and either Payment 1 for mid-semester, or Payment 2 for end of semester)
- If you haven't already provided your information for tax purposes, you will receive an invite to do so directly in our accounting system, Quickbooks Online.
- A check will be mailed to your home address. The check will come directly from our bank (Huntington) and look like a small postcard. Sometimes people miss them because they think it's an advertisement or junk mail, so make sure you are paying special attention to your mail when you're expecting a check.



Cohort Director Invoice

Please complete this form twice (payment 1 & payment 2) for every semester in which you lead a cohort.

Email: Please use your LEAD email address *

First name *

Last name *

Year *

Semester *

Payment Number *

Amount *

Number of students in your cohort for this quarter x \$100

Submit

Expense Reimbursement Process

Cohort Director

- Using your LEAD email address, complete the Cohort Director Expense Reimbursement form listing up to four separate expenses and attaching receipts. If you have more than four, just revisit the form multiple times.
- If you haven't already provided your information for tax purposes, you will receive an invite to do so directly in our accounting system, Quickbooks Online.
- A check will be mailed to your home address. The check will come directly from our bank (Huntington) and look like a small postcard. Sometimes people miss them because they think it's an advertisement or junk mail, so make sure you are paying special attention to your mail when you're expecting a check.



Cohort Director Expense Reimbursement

Email *

First name *

Last name *

Mobile phone number *

Please list a brief description and amount for up to 4 expenses.

Expense Description 1 *

Expense 1 Amount *

Expense receipt 1 *

No file chosen

Expense Description 2

Expense 2 Amount

Expense receipt 2

No file chosen

Expense Description 3

Expense 3 Amount

Expense receipt 3

No file chosen

Expense Description 4

Expense 4 Amount

Expense receipt 4

No file chosen

Is there anything else you need us to know about this expense submission?