



TBF Receipt Criteria

To process your reimbursement for your treatment/therapy sessions, we need an **Invoice/Receipt** and **Proof of Transaction** as detailed below:

1 Invoice/Receipt

This should include the details of the treatment/therapy session(s).

- ✓ **Letterhead invoice/receipt** (physical or digital version) or **Business Stamped**
- ✓ **Name and Address** of the practice/practitioner providing the treatment/therapy
- ✓ **Full Name** of the person having the treatment/therapy
- ✓ **Type of** treatment/therapy provided
- ✓ **Full Date(s)** of the treatment/therapy session(s) (must be within the past 6 months)
- ✓ **Cost/Amount Paid** for the treatment/therapy session(s)



The Invoice/receipt must be issued/dated on or after the date(s) of the treatment/therapy sessions.

2 Proof of Transaction

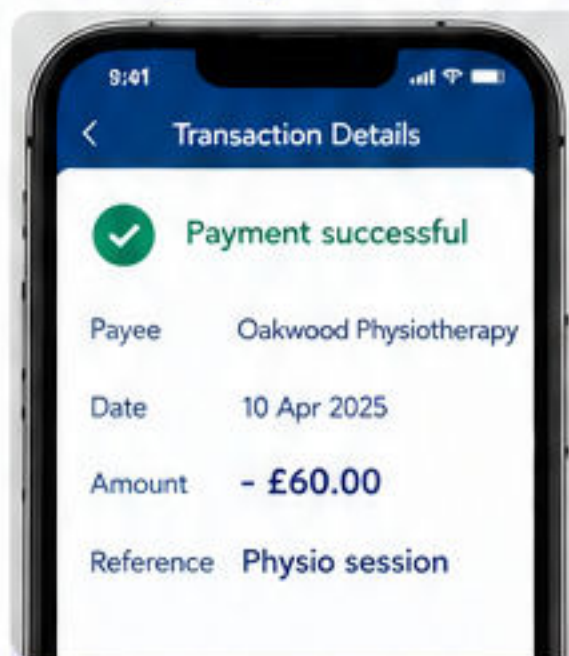
This is a **separate** proof of the payment transaction(s) for the treatment/therapy session(s).

- ✓ **Photo/Screenshot** of **cleared transaction(s)** on bank statement or banking app (Date, Payee, Amount)
- ✓ Credit/Debit Card receipt
- ✓ **Till receipt** (if paid in cash)
- ✓ Automated payment confirmation email – via Sumup, Zettle, Janeapp...etc
- ✓ The **payee name** should match the name of the practice/pratitioner on the invoice/receipt.



The Proof of transaction is required even if the Invoice/Receipt states that it has been "paid" so please remember to include this.

Example proofs of transaction:



Banking app screenshot



Bank statement (cleared transaction)



Card payment receipt



Till receipt (cash payment)



Quick Checklist

Make sure you provide both:



1. Invoice/Receipt
(with all required details)



2. Proof of Transaction
(separate from the invoice/receipt)



Both documents are required to validate your treatment/therapy sessions.

Thank you!

