

## **Steps for DLD Parking Reimbursement:**

- In the "Pay to" line, place your full name as it appears in the Employee Portal.
- In the "Pay to Address" line, please place your full home address.
- In the "Vendor Number" line, please place your employee ID as it appears in the Employee Portal.
- Leave the "Business License Number" line blank.
- Principals need to sign and date the highlighted portion of the form.

**After all of the steps above are completed, submit the signed form and original receipt to:**

Ms. Sherita Smith  
160 N. Hollywood St., Room 260  
Memphis, TN 30112