



Guide Dogs
of America



Tender Loving
Canines

GDA|TLC VETERINARY REIMBURSEMENT REQUEST

Puppy Raiser Information:

Date: _____

Name: _____

Street address: _____

City, State, Zip code: _____

Phone: _____

Amount requested: _____ GDA|TLC employee that authorized veterinary visit _____

Dog Information:

Dog's name: _____ Breed _____

DOB: _____ ID # _____ ☐ Spayed ☐ Neutered ☐ Intact

Veterinary/Hospital Information:

Name of Veterinarian or Hospital: _____

Date(s) of visit: _____

Address: _____

Phone number: _____

Reason dog was seen by veterinarian: _____

Has the dog been seen before for the above reason? ☐ Yes ☐ No

Have you enclosed the following required documents?

- ☐ Completed GDA|TLC VETERINARY REIMBURSEMENT REQUEST
- ☐ Copy of veterinary/hospital invoice
- ☐ Copy of proof of payment
- ☐ Copy of veterinarian records/notes

Staff use only:

Date reimbursement form received _____

Vet invoice attached? ☐ Yes ☐ No If no, date invoice received _____

Payment proof attached? ☐ Yes ☐ No If no, date receipt received _____

Vet records attached? ☐ Yes ☐ No If no, date records received _____ Who from? _____

Verified by: _____

Vet manager approval: Signature _____ Date: _____ Amount _____

Date Rcvd by Accounting: _____ Date Payment sent: _____

Mail form to: Veterinary Dept, GDA|TLC, 13445 Glenoaks Blvd, Sylmar, CA 91342

Or email to: VetDept@guidedogsofamerica.org

Questions? Call 818-833-6470



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DIRECTIONS FOR VETERINARY REIMBURSEMENT

If you have been approved to seek outside veterinary care, please be sure to include the following documentation when requesting reimbursement for the veterinary care.

1. A completed GDA|TLC VETERINARY REIMBURSEMENT REQUEST FORM. The form is available on our website at www.guidedogsofamerica.org > Puppy Raising > Current Puppy Raisers. Scroll down and on the right side is a list of Quick Links. Click on "Veterinary Reimbursement."
2. A copy of the veterinary/hospital invoice
3. Proof of payment
4. Copy of the medical records/notes from the visit. These will be added to the puppy's GDA|TLC file. If there are any issues obtaining the records, please reach out to the Vet Department at 818-833-6740.

We ask that you scan and email all documents to vetdept@guidedogsofamerica.org or mail them to the Veterinary Department at the address on the bottom of the reimbursement request form.

Please send the documents in PDF format. We are unable to process emailed photo images (e.g. jpg files.)

Incomplete requests cannot be processed, so please be sure to submit all requested documentation.

Questions? Call the vet department at 818-833-6470 or email at vetdept@guidedogsofamerica.org.

Thank you!

**Veterinary Department
Guide Dogs of America|Tender Loving Canines**

13445 Glenoaks Boulevard | Sylmar, CA 91342 | Phone **818.362.5834** | guidedogsofamerica.org

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