

**Forgot to use your Wex Card for your expense?  
You still may be eligible for reimbursement!**

**Simply complete a [Claim Form](#) or [Submit the Expense Online](#)**

All claims must be accompanied by an itemized receipt.  
See receipt requirements below:

**The 3 MUSTS: A Good Receipt must include ALL of the following:**

1. Date of Service (may not be the same as Date of Purchase)
2. Description of actual Service done or Products Purchased
3. Amount Charged

**When will I receive my reimbursement?**

Claims are reimbursed based on the processing schedule setup for your employer. For information about your processing schedule, please email [CustomerService@adminamerica.com](mailto:CustomerService@adminamerica.com)

**When do I need to submit my claim?**

Claims must have been received within two full business days prior to the upcoming processing date in order to be reimbursed to you on that day. Claims received after this will be reimbursed the following processing day.

**[Click Here for Consumer Portal Login Instructions](#)**