



Guide Dogs for the Blind

Instructions for Submitting Veterinary Invoices for Reimbursement

For more information regarding veterinary care for puppies, and GDB's reimbursement guidelines, please review the [Veterinary Care Guidelines](#).

Use the following guidelines and instructions for submitting veterinary invoices for reimbursement.

If the local veterinary professional prefers to invoice GDB directly (i.e., the puppy raiser has not prepaid the invoice), please ask them to follow the same basic instructions below. For local clinics, the reimbursement form is not required if the invoice includes the puppy's name and GDB ID#. If they have never requested reimbursement from GDB in the past, including a [W-9 Form](#) will ensure prompt payment.

Email reimbursement requests to vetbill@guidedogs.com with:

- One **reimbursement form** and **all itemized invoices**, preferably merged into one PDF per puppy.
 - Paperwork should be sent as a PDF attachment, not as a photo or link in the body of the email.
 - All invoices must include an itemized list of everything completed during the visit(s), including vaccines given in clinics or at locations other than a veterinary office.
 - If you received an authorization number from the VFA team, include it on the reimbursement form.
 - If the puppy raiser has already paid, it should be clearly indicated on the invoice; with an invoice showing no balance due, a payment receipt, or by making a written note that the invoice has been paid.
- If submitting invoices for more than one puppy, use a separate reimbursement form for each puppy.
- If any explanation or notes are needed regarding the invoice, include them in the email submitted for reimbursement.

OR mail physical copies of your completed reimbursement form and itemized invoices to

Guide Dogs for the Blind
Attn: Accounting Department
P.O. Box 151200
San Rafael, California 94915-1200

Questions regarding the process or how to submit a reimbursement? Email vetbill@guidedogs.com

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