CO-PARENT REIMBURSEMENT REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use one currency and only enter a reimbursement amount that was explicitly agreed or otherwise verified.

STEP 2 Record repayments actually received rather than promised payments.

STEP 3 Keep the receipt, agreement source and unresolved question in the note.

STEP 4 Which fact or document still needs checking?

CO-PARENT REIMBURSEMENT REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	EXPENSE OR AGREEMENT LABEL	PERSON RESPONSIBLE	VERIFIED AGREED AMOUNT	REPAYMENTS RECEIVED	AGREEMENT SOURCE AND REPAYMENT REFERENCE

Outstanding question or record to confirm

CO-PARENT REIMBURSEMENT REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use one currency and only enter a reimbursement amount that was explicitly agreed or otherwise verified.

Concrete next action	Owner / due

ACTION 2 Record repayments actually received rather than promised payments.

Concrete next action	Owner / due

ACTION 3 Keep the receipt, agreement source and unresolved question in the note.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This desk does not decide who owes an expense, interpret an order or send a payment request. It is not legal or financial advice.

- [ ] Source checked
- [ ] Next action assigned