



A DIVISION OF RPS PLAN ADMINISTRATORS, INC.

Request to Pre-Approve a Repetitive Expense
(fax this form to 24hourflex at 303-369-0003)

Some expenses that are repetitive in nature, whether they are medical or daycare, can be set to automatically adjudicate. In other words, once such an expense is pre-approved, you do not have to submit a receipt to 24hourflex. Please allow two weeks for processing this form.

The expense must meet the following requirements:

- ◆ The expense must be an eligible expense under the Cafeteria plan
- ◆ It must be an expense that you anticipate will be repeated at least 5 times during this Cafeteria Plan year.
- ◆ The exact amount of the expense must not change
- ◆ The place that you incur the expense must not change
- ◆ You must have already charged this expense at least once to your MBI card

Examples: John Smith pays a monthly amount of \$256.24 to his child's orthodontist. Sally pays \$169.18 every month to Walgreens for her heart medication.

Participant Name: _____

Participant Phone: Day: _____ Evening: _____

Participant SSN: _____

Participant Employer: _____

Describe the expense: _____

Who is this expense for?: _____

Where is this expense incurred? _____

(i.e., Walgreens, King Soopers, etc.)

What is the exact, repetitive dollar amount? \$ _____

For 24hourflex to approve this expense, it must have been charged at least once to your MBI card. What date was this expense charged? ____/____/____

How long will this expense continue? From ____/____/____ to ____/____/____

Participant Signature

_____/____/____
Date

Pre-approval will cease on this date