

# Dine Dollar Reimbursement Policy



**Sodexo at Bethel University**  
**August 1, 2023**

## **When will my Dine Dollars be reimbursed?**

Employees are entitled to reimbursement of purchased Dine Dollars when:

- The employee resigns from their position at Bethel University
- The employee retires from their position at Bethel University
- The employee is let go from their position at Bethel University

## **How much of my Dine Dollars will be reimbursed?**

Employees are entitled to reimbursement of 100% of their purchased Dine Dollars. Promotional/Bonus dollars are non-refundable.

## **How will my Dine Dollars be reimbursed?**

Employees can email [sodexo@bethel.edu](mailto:sodexo@bethel.edu) to begin the reimbursement process. In this email, please include

- "Dine Dollar Reimbursement" in the Subject Line
- Your Name
- Your Bethel ID Number
- The address you would like the check sent to.

Once this information is received, Sodexo at Bethel will respond with the total reimbursement due along with your account balance statement. This information will also be provided to the Bethel University Business Office, who will issue the reimbursement check.

## **Questions or Concerns?**

Please email [sodexo@bethel.edu](mailto:sodexo@bethel.edu)