Instructions:

1. Complete this form to apply for automatic approval of an eligible expense that is incurred **at the same merchant in the same amount (recurring expense)**

2. Attach a receipt from the provider containing the recurring amount and a description of the item or service, and

3. The frequency of purchases (monthly, quarterly, etc.)

4. Transactions that exactly match a single copayment are already setup for automatic approval (this form is not needed for those).

5. Note: You must have already had a transaction on your account (approved or denied) for a Recurring Expense