



## Andy's Outreach Fund Disaster Relief Application Short-term Assistance Instructions

Andy's Outreach Fund is a charitable fund established to allow employees to contribute to their co-workers who have been directly impacted by severe hardship, crisis or catastrophic need due to circumstances beyond their control. **The awarding of individual grants must follow IRS guidelines.**

Andy's Outreach Fund can provide short-term assistance for basic living expenses due to a natural disaster that has been officially declared by the President (such as Hurricane Katrina)

The types of **urgent** short-term expenses that can be reimbursed are:

- Temporary lodging
- Food
- Clothing
- Transportation
- Medical Assistance

Should you need additional assistance that is more in the nature of non-urgent assistance, you can submit the Andy's Outreach Financial Hardship Application. The Financial Hardship Application requires more detailed information and documentation of your losses.

If you have any additional questions, please contact Brittany Pennington at 502-638-5459 or email your questions to [andys.outreach@texasroadhouse.com](mailto:andys.outreach@texasroadhouse.com)

The application should be submitted to the Support Center via FAX (502) 805-0639

**Andy's Outreach Fund Disaster Relief Application  
Request for Short-term Assistance due to a Natural Disaster**

**Employee Information**

Name (First, Middle, Last)	Street address		
City/Town	County	State	Zip
Temporary Phone Contact Information	Restaurant Location		

**Briefly describe the Nature of the Loss**


**Expenses to be Reimbursed**

**Amount**

	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

**Employee Certification**

I am requesting this reimbursement due to the financial hardship caused by the recent natural disaster. I declare that the information I have provided is accurate and complete to the best of my knowledge.  
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Managing Partner Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_\_  
Date

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