

Reimbursement Form Instructions

In order to be reimbursed for any out-of-pocket expenses incurred on behalf of NePA, the approved Reimbursement Form must be completed, along with evidence of receipts (reimbursement will not be paid without receipts).

Name: Name of the individual requesting reimbursement.

Address: address of where the reimbursement is to be sent.

Date Submit: Date the reimbursement form is completed.

Date of Expense: The date the expense was incurred.

Description of Description: Brief description of the expense incurred.

Budget Category: Identify on whose behalf the expense was incurred (i.e., CLE Spring Seminar, NALA Convention Committee, District 1, etc.)

Amount: Enter the amount of the expense.

Approvals: Sign on NePA Member signature line.

Forward the reimbursement form, along with the receipts to the Chair of the Committee or Board of Director Position. The appropriate person will review the reimbursement form, and if approved, will sign and on the line indicated (Approved by Chairperson).

The Chairperson will then forward the reimbursement form and receipts to the President for approval and signature and date. Electronic signatures on the form are acceptable. The President will submit the request to the Treasurer for payment.

NePA Reimbursement and Expense Record

Name:		Date Submitted:	
Mail Check to the following Address:			
Date of Expense	Description of Expense	Budget Category	Amount of Expense
			\$
			\$
			\$
			\$
			\$
Total Amount of Expense:			\$
APPROVALS:			
<small>* Approvals must be hand-written. Requests will not be approved without supporting receipts</small>			
NePA Member:		Date:	
Approved By: Chair/Person		Date:	
Approved By: President		Date:	