

Check Request and Reimbursement Form Instructions

This form is to be completed for any out-of-pocket expenses or committee expenses incurred on behalf of NePA.*

Name:	Name of the individual or entity requesting payment or reimbursement;
Address:	Address where check should be sent;
Date Submit:	Date the form is submitted;
Date of Expense:	Date the expense was incurred;
Description of Expense:	Brief description of expense incurred;
Budget Category:	Identity on whose behalf the expense was incurred (i.e. Spring Seminar, NALA Convention Committee, District 1, etc.);
Amount:	Expense;
Approvals:	Sign the NePA Member signature line;

Forward the reimbursement form, along with required receipts to the chair of the committee or treasurer for board authorized expenses.

The appropriate person will review and if approved, will sign on the line indicated. Electronic signatures and electronic transmission of the form and receipts are acceptable.

* Regular monthly bills, board authorized expenses (i.e. National Media Brands [“NMB”], district luncheons, copy and postage expenses) billed directly to NePA do not require this form. See Board of Directors minutes dated January 12, 2012.