

INSTRUCTIONS for requesting reimbursement for a chapter expense

1. Print this form
2. Fill in all information in the first section labeled "Bill Received or Request for Reimbursement "
3. Enter the date you are submitting this request and your initials on line 1 of that section
4. Fold the form in half
5. Attach your original receipt and a copy of the receipt to the form
6. Send the form and receipt via interoffice mail to the chapter office at SB HSC UUP , HSC L5-572 Zip+4= 8553

<b>UUP Tracking Form</b>	<b>date</b>	<b>initials</b>	<b>UUP Tracking-Form</b>
<b>Bill Received or Request for Reimbursement</b>			<<--CA enter date received & initial
CA create UUP tracking-form			
CA copy documents			
PRR to provide the following			
reason for reimbursement			
amount requested			
make check payable to			
where to send the check			
contact telephone number			
<b>Move item to the "to-be-approved folder"</b>			<<--CA enter date placed in folder & initial
If approved VA move item "to-be-paid folder"			
If NOT approved VA keeps item in "to-be-approved folder"			
VA to note a reason denied			
VA to request more info			
<b>Move item to the "to-be-paid folder"</b>			<<--VA enter date placed in folder & initial
CT create check			
CT checkbook entry			
CT classify & record			
<b>Move item to the "to-be-signed folder"</b>			<<--CT enter date placed in folder & initial
AS1 signs check			<<--AS1 enter date & initial
AS2 signs check			<<--AS2 enter date & initial
AS2 copies check			
<b>Move item to the "to-be-distributed folder"</b>			<<--AS2 enter date placed in folder & initial
CA distributes the check			
<b>Move item to the "treasurer's folder"</b>			<<--CA enter date placed in folder & initial
CT files item as complete			