

Carolinas Region, EGA Expense Reimbursement

The form on the next page should be used to request expense reimbursement for activities performed on behalf of the Carolinas Region by region officials and certain others.

The last page is the “Expense Reimbursement Log.” It can be provided instead of receipts to request reimbursement of **single** expenses of **\$25.00 or less**. The log can be used alone, or in conjunction with the “Request for Expense Reimbursement Form”.

***Both forms are in table format so can be filled in on your computer.** Save the blank form to your computer and then fill it out. Use the tab button to move from space to space. The spaces with zeros (0.00) will automatically populate with the correct numbers when you use the calculation formulas below the form and on the second page. Save a copy using the date of your request as part of the file name. You may want to delete this page before saving as well as whichever of the forms you don't use.

To identify whether a particular expenditure is eligible for reimbursement, Consult the Carolinas Region's Policies & Procedures, or contact the region director or treasurer: regiondirector@egacarolinas.org, or treasurer@egacarolinas.org.

Mail the completed, signed, and dated form(s) to the Carolinas Region treasurer, along with appropriate receipts. Or, you can email scanned attachments of your signed/dated form and receipts are acceptable.

Send the completed form with your receipts as an email attachment to the Carolinas Region treasurer at: treasurer@egacarolinas.org.

DO NOT USE EITHER FORM for requesting payments to teachers.



Request for Expense Reimbursement

Name _____ Position _____
print or type

Address _____
street city state Zip

Table with 3 columns: Type, Amount, Purpose. Rows include Supplies, Telephone, Postage, Hotel, Per diem, Transportation (Air, Mileage, Parking, Other), Photocopying, From log, Other, and TOTAL.

Mileage Reimbursement Calculation (insert result above)

Total miles driven _____ x _____ Per mile = \$ _____
(contact treasurer for current rate per mile)

Per Diem Calculation (insert result above)

Total days _____ x \$ _____ Per day = \$ _____

- 1. Please use this form when requesting reimbursement for expenses from Carolinas Region, EGA.
2. Submit at least quarterly to the region treasurer, with receipts attached.
3. For single expenditures of \$25.00 or less, an itemized log of postage, telephone, photocopying, parking, and toll expenses may be attached instead of receipts.
4. Requests for a given year must be received by the treasurer no later than December 2 of the year in which the expense is incurred.
5. Late requests for reimbursement will be made if approved by the region executive committee.
6. Reimbursements will be made within 14 days of receipt of the request by the treasurer, provided that all documentation is in order.

I wish to donate a portion of my reimbursement to Carolinas Region as follows (check one):

100% \$ (fill in amount) None

signature date

