

13- WACAC REIMBURSEMENT INSTRUCTIONS

13a – Travel

- Go to www.wacac.org. Click on “Resources” then “Forms”.
- Under Financial click “[Expense Report Check Requisition](#)”
- Complete the form for travel expense reimbursements. Please complete the top of the form completely, **including mailing address and payee** for the check.
- Select the appropriate Committee/Event at the top.
- Multiple charges for the same expense code can be added together in one box per day (ex. food) or one box per row (ex. hotel). **Please use the comment box at the bottom to specify number of nights at hotel if including only one sum total.**
- The form will add up the totals. Make sure you enter or tab your last entry.
- Type your name for the signature.
- “Save as” the form to your computer desktop.
- Scan your original receipts, **noting dates for food on top of receipt**, and your signed form and email them to your **committee chair** and to the **WACAC Executive Assistant** at wacacadmin@wacac.org. **If you are a committee chair**, e-mail your form and receipts to the WACAC Administrator. Committee Chairs approve their own expenses, pending Treasurer’s final approval. The Executive Board chair is the President. **Please retain hard copies of receipts in your files for at least two years.**

13b – Reimbursement or Payments to Vendors

- Go to www.wacac.org.
- Click on the Resources Page, then “Forms” and then click “Reimbursement Form”
- Complete the “[Standard Check Requisition](#)”
- Complete a separate form for each vendor.
- Type your name for signature.
- “Save as” to your desktop.
- Print/Scan or download the invoice(s) from the vendor.
- Email them and the form to your **committee chair** and to the **WACAC Executive Assistant** at wacacadmin@wacac.org. **If you are a committee chair**, e-mail your form and receipts to the WACAC Administrator. Committee Chairs approve their own expenses, pending Treasurer’s final approval. The Executive Board chair is the President. **Please retain hard copies of receipts in your files for at least two years.**