

PNA Reimbursement Request

Complete this Reimbursement Request and submit with receipt(s) to PNA Treasurer Brent Barnes via email at barno68@yahoo.com

Date

or mail: 1320 Carlyon Ave. SE, Olympia, WA 98501

Requester name:

Address:

City, State, ZIP

Description of Activity (e.g., date, time, purpose):

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| Itemized Expense | Amount | Comments |
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Travel Reimbursement Request

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| | | |
| Total: | | |

I hereby submit this reimbursement request to PNA.

Signature of Requester:

APPROVALS

Treasurer: Brent Barnes

Date:

Paid to:

Date:

Check Number:

Budget Account Number

See page 2 for eligible travel expenses

Travel expenses eligible for reimbursement: per USMS Financial Operating Guidelines – FOG which PNA has adopted as PNA expense reimbursement policy:

Limitations on Reimbursement:

a. Transportation: PNA shall reimburse actual expenses for transportation (limited to economy airfare) to and from the travel destination, including reasonable checked bag charges and reasonable costs for transportation to and from airports (including parking). Reimbursement for changes in flights is not permitted without the prior approval of the Treasurer. PNA shall not provide reimbursement for travel costs of a companion.

b. Lodging: PNA shall reimburse for actual lodging expenses at the lowest available room rate, at ½ of the rate for a double occupancy room. The Treasurer can approve a single occupancy room in certain circumstances. PNA shall not reimburse for any auxiliary charges such as, but not limited to, movies, room service, non-pre-approved internet service, phone, pets, damages, or valet services.

c. Meals for volunteers are reimbursable only if incurred while traveling to/from or while attending an approved event.