

New SRVEA Reimbursement Procedures, 2010-2011

The following outlines the new SRVEA reimbursement procedures to be implemented immediately:

- **Substantiation (ie: invoices and receipts) must be submitted within (60) days of the charge.** *(Per the Accountable Plan, as outlined in the CTA Accounting & Reporting Handbook for Treasurers)*
- A SRVEA Reimbursement Form must be filled out correctly and completely and be attached to all corresponding receipts or invoices. In order to be reimbursed for any said reimbursable item, the required proof must be included.
- Purpose or budgeted line item must be indicated on the Reimbursement form (ie: Good Teaching Conference, Organizing Committee, Summer Institute, etc.)
- Requests for reimbursement and receipts submitted should only be for items that have been budgeted or pre-approved and have a valid business connection. (SRVEA will reimburse up to \$35.00 per day for meals when food is not provided.)
- If all required forms and documentation are not correct and complete, it will be returned to the recipient. Paperwork must be resubmitted when all supporting documentation is included in order to be paid.
- Requests for reimbursement can be sent to DeeDee at the VTRC Office, handed to DeeDee at an Executive Board or Rep Council Meeting or given to Darren (to put in DeeDee's in-box at the VTRC)
- **Reimbursement checks will be processed on the third (3rd) Friday of each month.** (Checks will no longer be issued on the spot, such as during Executive Board or Rep Council Meetings) Exceptions or other arrangements can possibly be made in financial hardship situations. Talk to Darren or DeeDee in the case of financial hardship.