

HOW TO... REIMBURSEMENT

SUBMIT RECEIPTS FOR

Who may be reimbursed?

Any ALLA member in good standing who had previously had the expense authorized, whether it be for a workshop, convention, committee meeting, etc.

What may be reimbursed?

Expenses related to the business of the Association may be reimbursed. This will include, but is not limited to, workshops, meetings, convention programs, publications, and travel. **All expenses must be pre-approved** by the Treasurer or Convention Chair (if a convention expense).

How to obtain reimbursement?

All requests for reimbursement must be submitted to the Association Administrator unless the request is convention-related. All non-convention requests must be submitted prior to June 30 of each fiscal year before the year is closed out. Please do not wait until June 29 and expect to be paid! Requests should be submitted by June 1 in order to allow sufficient time for processing and for payment to be placed in the mail to the requestor.

Workshop expenses should be submitted to the Association Administrator immediately after the close of the workshop, if not before. All expenses must be pre-approved on a Program Estimate and Review form that is submitted to the Executive Council ahead of time for approval. This form is then submitted with receipts to show the total profits and expenses.

Convention-related expenses must be submitted to the Convention Chair for pre-approval. All requests for reimbursement should be submitted to the Association Administrator prior to May 31st.

Committee and meeting expenses should be submitted to the Association Administrator as they occur on a timely basis.

ALL REQUESTS SHOULD BE SUBMITTED WITH A COMPLETED C-6 FORM AND ORIGINAL RECEIPTS.

The C-6 (Monetary Request) form is located at <http://allanet.org/associations/13211/files/C6MonetaryRequestForm.doc>.

Mailing address for requests for reimbursement:

**Alabama Library Association
9154 Eastchase Pkwy, Suite 418
Montgomery, AL 36117**