

General Expense Report/Request for Reimbursement



Instructions: print this form, complete, sign, and mail to:
 SCFA Treasurer
 5100 Rocklin Road
 Rocklin, CA 95677

To: Sierra College Faculty Association (SCFA)
 From: _____
 Date of Request: _____
 Expense Purpose(s)/Title of Event: _____
 Requestor's address (Note: required for payment) _____

DATE	PAID TO	EXPENSE DESCRIPTION	AMOUNT	RECEIPT / COMMENTS
Your signature:			TOTAL	

NOTES

- * **Any expenses** exceeding \$50 requires pre-authorization for reimbursement prior to event and/or expense.
 (Ref. SCFA Bylaws: Expense Reimbursement Procedure)
- * **Conferences.** Before attending, faculty are required to submit a one-page document explaining:
 - 1) the importance of the event,
 - 2) their role in the event,
 - 3) how attending will benefit SCFA members, and
 - 4) how the faculty member will report the conference information to the SCFA Executive board upon return.

To be reimbursed for attending a conference, attendees are required to report out to the SCFA board within 21 days of the conference.

Required. Please read and sign the following:

I have read and understand the requirements for reimbursement.

Print your name

Authorized Signature(s): _____

For Office use only

Check # _____ Date _____