

Check Request & Travel Expense Report Procedures

1. All check requests and travel expense report forms are located on the NCSLMA website on the Treasurer's name on the Executive Board page.
2. Committee Chairpersons must sign off on the form or submit the form for the committee member or grant-scholarship-award winner. To save time, scan signed forms and email back and forth.
3. Please submit your check requests and/or travel expense reports within 1 week of incurring the expense.
4. For check requests, please fill in the line titled CHARGE TO: with a budget line item the expense is to be charged to using the Budget Line Items listed in the 2018 Approved Budget. If you don't use a designated budget line item and the treasurer cannot get in touch with you, the expensed item will be categorized as UNKNOWN.
5. If you use one of the two debit cards, email treasurer within 24 hours the information listed below.

DATE

DOLLAR AMOUNT

VENDOR

SHORT DESCRIPTION (lunch, airfare, signage, etc.)

LINE ITEM FOR THE BUDGET (use exact wording from posted budget)

- a. This is especially important if you've purchased an airline ticket for travel in the future and will not be submitting a travel expense report right away.
 - b. This is also important around the time of the conference as the treasurer does not have time to email and call the Executive Board about each debit card charge.
6. On travel expense reports designate debit card charges by writing the word DEBIT in the left hand margin next to the line item.
 7. The treasurer will process all completed requests for reimbursement within one week.