

WACRAO Expense Form Procedure

The WACRAO Expense form should be used for payment/reimbursement for authorized expenditures for the Association and for authorized reimbursement of expenses accrued by members in support of the Association's mission.

Individuals seeking payment/reimbursement are advised to obtain pre-authorization from either the WACRAO Executive Board or WACRAO President.

Individuals seeking repayment/reimbursement must complete the WACRAO Expense Form and provide receipts as required. Members of WACRAO committees seeking reimbursement for committee expenses (to include travel) should submit the form to the Committee Chair; who will then forward to the WACRAO President for review and approval.

All payments must be approved by either the WACRAO Executive Board or the WACRAO President.

After review and approval of the Expense form, the WACRAO President will forward the form to the WACRAO Treasurer for payment.