

REQUESTS FOR PAYMENT

Revised Procedure

To expedite the reimbursement process, we have revised the procedure to allow you to request it electronically. All Committee expenses still require the **pre-approval** of the Committee Coordinator or - if unavailable- the Treasurer to ensure it is within budget. Non-committee expenses require the Treasurer's pre-approval. Approval should be sent to the member with copies to both Treasurer.nvbs@yahoo.com and Accounting.nvbs@yahoo.com.

To process the reimbursement, you have the option of e-mailing the scanned back-up documentation and the filled reimbursement form to both Treasurer.nvbs@yahoo.com and Accounting.nvbs@yahoo.com or send the hard copies to *NVBS Accounting, P.O. Box 2258, Vienna, VA 22183*. If expense has been pre-approved, the Treasurer will immediately issue and mail the reimbursement check. If there is no pre-approval, the request will be forwarded to the corresponding Coordinator for approval.