**WACAC REIMBURSEMENT INSTRUCTIONS**

**Reimbursement for Travel Expenses**

* Go to the “About” tab at [www.wacac.org](http://www.wacac.org). Select “Forms”
* Open the “WACAC Reimbursement/Check Request Form”
* Complete the “**STANDARD CHECK REQUISITION**” form. Remember to check the Committee Code and include Account Codes with dollar amounts.
* Multiple charges for the same code can be added together on one line.
* Save the form to your computer

**Travel Expenses**

* Complete the “**EXPENSE REPORT CHECK REQUISITION**” according to the Fiscal Policy instructions
* Save the form to your computer.
* Print the form and sign it.
* Scan your original receipts and your signed form as one document and email it to your committee chair and to the WACAC Administrator at wacacadmin@wacac.org
* If you are a committee chair, e-mail your form and receipts to the WACAC Administrator. Do not send or e-mail your documents to the Treasurer. Please retain hard copies in your files for at least one year.

**Paying for Purchases (Payments to Vendors)**

* Go to the “About” tab at [www.wacac.org](http://www.wacac.org). Select “Forms”
* Open the “WACAC Reimbursement/Check Request Form”
* Complete a separate **TRANSMITTAL FORM** for each vendor.
* Save the form to your computer.
* Print the form and sign it.
* Print the invoice(s) from the vendor.
* Scan your signed form and the invoice(s) as one document and email it to your committee chair and to the WACAC Administrator at wacacadmin@wacac.org.
* If you are a committee chair, e-mail your form and receipts to the WACAC Administrator. Do not send your documents to the Treasurer.

**Advance Payments**

* Contact the WACAC Treasurer and explain the transaction and the reason for the advance. Also, in Committee Chair Approval line, write **“ADVANCE.”**
* Go to the “About” tab at [www.wacac.org](http://www.wacac.org). Select “Forms”
* Open the “WACAC Reimbursement/Check Request Form”
* Complete the “**STANDARD CHECK REQUISITION**” form – Remember to check the Committee Code and include Account Codes with dollar amounts.
* Print supporting documentation, i.e. a quote or estimate, preferably with an order or other reference number for accountability and future tracking.
* Scan your signed form and the supporting documentation as one document and email it to the Treasurer at wacactreasurer@wacac.org, to the WACAC Administrator at wacacadmin@wacac.org, and to your committee chair
* If you are a committee chair, this is for information only and save as you work with your volunteers.