



## PNER REIMBURSEMENT REQUEST

*Documentation required for PNER member reimbursement is as follows:*

- 1) *A copy of the receipt showing what was purchased, from whom, the date and amount*
- 2) *This form completed, and must include signature by responsible party that explains the reason for the payment*
- 3) *Proof of payment - if the receipt as mention above does not clearly show if/how payment was made the member requesting reimbursement will need to supply that information (e.g. personal credit card charge or canceled check proving the original purchase was made by the member requesting reimbursement).*

<b>Member Name &amp; PNER #</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

**Purpose of Reimbursement:**

Please provide details of purchase and purpose, note if for a specific committee or award

Date	Payee	Purpose	Notes	Amount

Total: \_\_\_\_\_

Treasurer Received on \_\_\_\_\_ Board approval on \_\_\_\_\_ Funds sent on \_\_\_\_\_