

Greater Valley Forge Human Resource Association, Inc. (GVFHRA)

Expense Report Procedures

The following procedures should be followed when requesting reimbursement for business expenses:

1. Only expenses associated with GVFHRA will be reimbursed.
2. Original expense reports should be submitted to the GVFHRA Treasurer who will approve the expense reports and forward them to the GVFHRA Accountant. ONLY ORIGINAL receipts should be attached to the expense report.
3. There should be no handwritten receipts by the member. The member should get an original receipt for all expenses being claimed on the expense report.
4. A pre-approved travel authority should be attached to the expense report.
5. After the Treasurer has submitted the expense report to the GVFHRA accountant, a check will be disbursed to the member requesting reimbursement.
6. Expense amounts over \$100 need prior approval from the Treasurer.
7. Expense reports should be submitted to the Treasurer within one month of the dates the expense was incurred and must include the expense account number.

Please submit reports for payment to: Nina Nicoloso-Treasurer
804 Beacon Court
Lansdale, PA 19446
(215) 260-8635
Nina.nicoloso@jefferson.edu

We hope that these procedures will simplify the expense report process. If you have any questions, please contact Nina Nicoloso. Thank You

Member Expense Reimbursement Report
GVFHRA

Name (Print): _____ Address: _____
Signature: _____
Date Submitted: _____ Phone #: _____
Committee: _____

1. Expense Account # _____ Item/Expense Description: _____

Purpose: _____
Amount Requested for Reimbursement: _____

2. Expense Account # _____ Item/Expense Description: _____

Purpose: _____
Amount Requested for Reimbursement: _____

3. Expense Account # _____ Item/Expense Description: _____

Purpose: _____
Amount Requested for Reimbursement: _____

4. Expense Account # _____ Item/Expense Description: _____

Purpose: _____
Amount Requested for Reimbursement: _____

Be sure to attach all receipts. Send completed report to:
Nina Nicoloso-Treasurer
804 Beacon Court
Lansdale, PA 19446

For Treasurer's Use Only
Date Paid: _____ Check #: _____ Amount Pd.: _____
Approved By: _____