



Instructions for Travel Reimbursement, Check Request, & Section Credit Card Use forms

Travel Reimbursement Form:

- 1) Fill out Name, departure and return date, and MO Section purpose (see categories below).
- 2) Line item actual expenses including food, airfare, mileage, taxi/transport, parking etc. – each expense needs a receipt as we are not reimbursing on a per diem basis.
- 3) Provide a mailing address for the check to be sent to.
- 4) Sign and date it.
- 5) Submit to the appropriate Committee Chair or Trustee for approval prior to submitting to Secretary/Treasurer.
- 6) Attached all receipts (must be readable)
- 7) Scan form and receipts to .pdf (if possible and preferred) and email .pdf to our Secretary/Treasurer: (USPS mail is also acceptable)
Tony.OMalley@LampRynearson.com 9001 State Line Rd., Suite 200, Kansas City, MO 64114
- 8) Missing information will delay reimbursement and require return to the submitter for correction

Check Request Form - If a member wants our Secretary/Treasurer to pay a Section related expense/invoice by check (examples such as invoice for website updates, web hosting, scholarship award, etc.) – fill out the Check Request form and submit with the invoice and related documentation. Indicate what expense category (see below) this relates to and mailing address to send the check. Submit to Committee Chair or Trustee for approval and they will forward to the Secretary/Treasurer. Missing information will delay reimbursement and require return to the submitter for correction.

Section Credit Card Report Form:

If a member wants an expense paid by section credit card (like travel booking or to pay for conference give aways items, etc.)– fill out the Section Credit Card Charge Report Form indicating who will make the charge, the Section purpose of the expenditure (see below), and necessary details for making the transaction such as vendor info and amount. Submit to Committee Chair or Trustee for approval and they will forward to the Secretary/Treasurer. Missing information will delay payment and will be sent back to the submitter for correction.

Expense Code Categories

AWWA - RMSO Expenses	Section Committee Expenses – Diversity
AWWA - YP Summit Expenses	Section Committee Expenses - Drinking Water Week
AWWA - Membership Summit Expenses	Section Committee Expenses - Member Engagement
AWWA - Summer Workshop Expenses	Section Event Expenses – Non-Committee Related
AWWA – ACE	Section Awards and Scholarships
AWWA - Fly-In	<i>Water For People</i> Donation
MOAWWA-MWEA Conference	Donations (Not <i>Water For People</i> or <i>Water Equation</i>)
Section Committee Expenses - YP	Section Credit Card Payment
Section Committee Expenses - Small Systems	