

Northshore Home Educators Association (HEA)

Request for Reimbursement

1. All expenses must be approved by the Event Coordinator prior to spending.
2. Fill this form out completely.
3. Attach copies of all receipts that apply to this reimbursement.
4. This form should be approved by the Event Coordinator and turned in for reimbursement within 2 weeks after the event. Forms submitted more than 90 days after the Event will not be accepted.

GENERAL DESCRIPTION OF ITEMS	EVENT	AMOUNT	
TOTAL			

Pay to: _____

Address: _____

Phone #: _____

Email: _____

Date: _____

Submitted by and/or Approved by the Event
Coordinator: _____

(an email approval from the Coordinator to
treasurer@northshorehea.org is sufficient.)

Please send your completed *Request for Reimbursement* to the Treasurer either by email (if scanned) or by mail. Email: treasurer@northshorehea.org; Mail: 621 Tartan Trace, Covington, LA 70435
Every effort will be made to mail reimbursement checks the day the completed form is received.