



WERCouncil Check Reimbursement

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Check Reimbursement Form. The Check Reimbursement Form, which shall be submitted at least monthly or within two weeks of the completion of an event, must include:

1. Payee's Name and Address
2. Amount to be reimbursed
3. Description of expenses
4. Valid receipts of expenses (see below)
5. Signature by authorized WERCouncil Leader

Receipts

Receipts are required for all expenditures billed directly to WERC, such as restaurant charges. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).