

Travel Reimbursement Instructions

Please use the Travel Reimbursement Form when requesting reimbursement for all travel expenses. All travel must be included in your approved budget and must adhere to the VA AWWA Travel Policy attached.

When completing a travel reimbursement form, please complete the purpose of the travel, dates of travel, and the individual requesting the reimbursement, including their address, phone number and email address in case of questions. All expenses need to be entered individually based on type of expense. Please do not add all meals together and place on one line.

Once the form is completed, please attached all receipts to validate the requested travel expense to the travel reimbursement form. A copy of the receipt is sufficient for submission. Original receipts are not necessary.

Committee members are welcome to submit a travel reimbursement request to the committee chair. However, the committee chair is the only committee member that can approve a travel expense. (Note: Some travel expenses are approved administratively by the Executive Director or the Section Treasurer.)

A travel reimbursement request may be approved in two ways. The first is for the committee chair to sign the form and submit it to the Executive Director. The second is for the committee chair to send an email to the Executive Director with the following three pieces of information included in the body of the email:

- Date:
- Pay to:
- Amount to be paid (Total):

Once received, the Executive Director will process the payment within 10 business days.