



PNAVA Policies and Procedures

Reimbursement Policy

Policy Number: 8.6 Reviewed: 10/2021 Revised: 10/2021 EB Reviewed & Approved: 1/2022 Original Date: 11/2017

PURPOSE

To establish guidelines for fund reimbursement for PNAVA related expenses.

POLICY

The Treasurer shall reimburse funds guided by this policy in a timely manner.

PROCEDURE

- A. A member requesting for re-imburement shall submit to the Treasurer the original receipt with a completed expense reimbursement form no later than 2 weeks of the incurred expense.
Examples: fund raising events, education supplies, refreshments, community service, equipment, etc.
- B. The Treasurer shall reimburse funds no later than two weeks after receiving the receipt of expense and reimbursement form.
- C. In the event that the Treasurer has a request for expense reimbursement, it shall be submitted to the President for review and disbursement using the above procedure.
- D. In the event, a receipt was submitted beyond the 2-week time frame, a review must be made with the Executive Board for approval and documentation shall be added to the monthly report.

REFERENCE (S)

ATTACHMENT(S)

1. Reimbursement Form
2. Revision History



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Attachment 1: Reimbursement Form

Philippine Nurses Association of Virginia, Inc.



PNAVA REIMBURSEMENT FORM

Name:			
Address:		City:	State
Telephone:	Home:	Work:	Zip
Check Amount:	Payable to:		
Purpose of Expenditure:	1.		
	2.		
	3.		

Check One:	<input type="checkbox"/> Mail to requestor / payee at above address
	<input type="checkbox"/> Other (specify)

For official use only:	
Check No.	Date:

Approved by President:	Approved by Treasurer:
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Comments:

Address form to:



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Attachment 2: Revision History

Original Author: Alma Deguzman, 2017

Reviewed: P&P Committee, 2017

President: Hilo Laxa, 2017

Reviewed: 10/2021 P&P Committee

President: 2020-2022 Catherine Paler