



**NORTHWEST REGION  
 SKI PATROL**

REQUEST FOR  CHECK  DEPOSIT

DATE SUBMITTED: \_\_\_\_\_

PURPOSE/EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

ACCOUNT #	DATE	DESCRIPTION	\$ AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

(ATTACH SUPPORTING DOCUMENTS/RECIPTS TO BACK)

MAKE CHECK PAYABLE TO: \_\_\_\_\_

SEND TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 REQUESTOR NAME (PRINT AND SIGN)

\_\_\_\_\_  
 APPROVAL – BY REGION PROGRAM ADVISOR

\_\_\_\_\_  
 APPROVAL – BY REGION DIRECTOR  
 OR ASSISTANT DIRECTOR

PAID BY CHECK #: \_\_\_\_\_  
 DEPOSIT #: \_\_\_\_\_

**NORTHWEST REGION  
PACIFIC NORTHWEST DIVISION, NSP**

**REIMBURSEMENT POLICY AND PROCEDURES  
Revision 9-2008**

This information is to be used when filling out a NWR Reimbursement Form.

1. Receipts **MUST** accompany all expenses including meals, lodging, travel and miscellaneous expenses.
2. We will reimburse at the least expense airfare available, i.e. "super saver", rates. Reimbursement for intermediate-size car based on the lowest possible rate.
3. If you drive to an event, we will pay twenty five cents a mile or the amount equal to the least expensive airfare, whichever is less. If driving a recreational vehicle and staying at a RV Park with rates lower than hotel/motel rates reimbursement will be at thirty-five cents a mile.
4. We will pay for expenses and travel directly to and from a meeting, and only to the extent of starting on the day before the meeting and ending on the day after the meeting.
5. We will pay up to \$30 a day for meals. Please remember that a receipt to obtain reimbursement **MUST** accompany these expenses. PNWD Convention meals attended will be reimbursed in full (a receipt is required).
6. When attending a NSP sponsored meeting, the lodging expense is based on one-half the double occupancy room rate. Sometimes this is not possible, and in these cases, exceptions can be allowed with the NWR Director's approval.
7. Advances for expenses will not exceed one-half the expected total expense. An advance can be obtained by sending a copy of the receipt for airfare or transportation before the event. Advances are discouraged because of the complexity and high margin of error in the bookkeeping process and the potential for fraud.
8. It has been a long standing policy of the NW Region that travel reimbursements are not paid by the region when the event is held at the individuals home ski area. Exceptions to this are possible if there is some extenuating circumstance and prior approval has been received from the Region Director.
9. Reimbursement forms should be submitted within thirty (30) days after the event.
10. Checks not cashed with 90 days of disbursement will be voided. No replacement check will be issued, unless there are special circumstances and approval of the Region Director is obtained.
11. Reimbursement requests require the authorization and signature of your reporting officer. If you are not an authorized signer (region advisor), please send reimbursement form to the appropriate advisor for signature prior to submitting to the NWR Treasurer for reimbursement.

# EXPENSE REQUEST VOUCHER

\_\_\_\_\_ Fiscal Year

Mail to: NW Region Treasurer

<b>Name</b>	BUDGET OR PROJECT TO BE CHARGED:									
<b>Address</b>	Signature of Individual Submitting this Voucher _____ Approving Signature					Date Submitted:  Date Approved:				
<b>City, St, Zip</b>										
<b>Phone</b>										
<b>PNW Position</b>										
Expense Date	Function Attended	Transportation		Lodging	Meals		Misc.	Additional Explanation	Budget	Daily Totals
		Mi.	Cost	No.	Cost	No.	Cost			
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