



Santa Ana Educators' Association • 2107 N Broadway, Suite 305 • Santa Ana, CA 92706

Expense Reimbursement - Check Request

Members will be reimbursed for expenses incurred on behalf of SAEA by submitting this form, with the top portion completed. Please attach, as appropriate, any supporting receipts and a member expense form. Submit to the Treasurer who will review the request and, if approved, complete the bottom portion of this form and initiate a check request. Once the check has been issued and signed, the check will be mailed to the address provided or the requesting member may pick-up the check after signing for its receipt.

- Completed by Member

Requested by:		Date:	
Payable to:			
Mailing address:			
Amount:			
Purpose:			

Don't forget to attach receipts & member expense report, as appropriate

- Completed by Treasurer

Board Approval:		Date:	
Treasurer approval:		Date:	
President approval:		Date:	
Budget Line Number:			
Check #:		Amount:	

Check received by:		Date:	
Mail by:		Date:	

NOTES