

**Training Alumni Association Reimbursement Process**

**& Procedural Guidelines**

1. State Reimbursement Forms and pertinent receipts must be submitted **within 20 calendar days** following the Alumni Regional Chapter Meeting.
2. State Reimbursement forms require **original signatures** in blue ink and with receipts (if applicable). Faxed signatures will not be accepted.
3. Additional documentation may be requested by the Board to verify and justify rates and other expenses for Respite and Personal Care Attendants.
4. **Exceptions to the agreed upon travel expense reimbursements must be requested in writing before incurring expenses.** Approval of exceptions will be made on an individual basis.
5. **Failure to adhere to the Alumni Agreement or any of the procedures and guidelines may result in expenses not being reimbursed.**