

Directions for ALSHRM State Council Reimbursements:

1. The Treasurer shall check the email account at least each Friday for new requests.
2. All reimbursements must have a reimbursement sheet filled out and attached.
3. All reimbursements should have receipts scanned and attached to the reimbursement request email.
4. Reimbursements will be paid by the 3rd week of the Month, but sooner if possible.
5. Any emergency situations should be contacted directly to the treasurer @ debbie.mcgee@pziconsulting.com.

All reimbursement request must be made by the 20th of the month to be reimbursed during that month. This gives time for the requests to be processed and distributed and the books to be closed each month.

Scholarship Request Reimbursements:

1. All Scholarship requests should be submitted on the 2018 Scholarship request form.
2. Requests for Certification scholarships should include description of what the funds will be used for.

Any questions can be sent directly to: treasurer@alshrm.org

