



## FINANCIAL REIMBURSEMENT FORM

<b>Date Submitted</b> _____	<b>Amount \$</b> _____
<b>Make Check Payable To:</b> _____	
<b>Mail payment to:</b> _____ _____ (Name and Address)	
<b>Purposes:</b> <input type="checkbox"/> <b>Newsletter</b> <input type="checkbox"/> <b>Scholarship</b> <input type="checkbox"/> <b>Education</b> <input type="checkbox"/> <b>TNCC</b> <input type="checkbox"/> <b>ENPC</b> <input type="checkbox"/> <b>Conventions</b>	
(For TNCC, ENPC, and Conventions reimbursement, please use the following itemization pages)	
<input type="checkbox"/> <b>Other</b> _____ (Please attach itemized bills, receipts, etc.)	
<b>****If needed by a specific date, please note here</b> _____	
<b>- For Secretary/Treasurer Use Only -</b>	
<b>ENA Check Number</b> _____	<b>Date Returned</b> _____
<b>Notes:</b> _____	

.....  
-Keep This Portion for Your Records-

**Date Submitted** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Purpose** \_\_\_\_\_

**Please return this form to: Barbara Stuart, 4118 N. 190 W., Provo, UT 84604**

**Itemization Sheet**

Please fill out the appropriate part of the forms below for itemization of each category and include all receipts.

**ENPC/TNCC (Circle One)**

Registration fees- \_\_\_\_\_  
Indirect fees- \_\_\_\_\_  
Manuals- \_\_\_\_\_  
Instructor fees- \_\_\_\_\_  
Food- \_\_\_\_\_  
Other- \_\_\_\_\_

**Utah ENA Update Convention**

Registration fees- \_\_\_\_\_  
Supplies- \_\_\_\_\_  
Audio Visual fees- \_\_\_\_\_  
Speaker fees- \_\_\_\_\_  
Food- \_\_\_\_\_  
Hotel fees- \_\_\_\_\_  
Deposits- \_\_\_\_\_  
Silent Auction- \_\_\_\_\_  
Printing- \_\_\_\_\_  
Other- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National / Leadership ENA Conventions**

Registration fees- \_\_\_\_\_  
Hotel fees- \_\_\_\_\_  
Airfare fees- \_\_\_\_\_  
Other- \_\_\_\_\_