

# CLA Expense Form Highlights

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- All vendors, companies, and speakers must submit a W9 to receive payment.
- All payments will be mailed to the person receiving payment or reimbursement.
- The committee/section chair submitting the expense form should sign under "authorized board member."
- If possible, please use an electronic signature.
- Reimbursement/payment will take 1-2 weeks to process and mail out.
- Questions should be directed to Margaret Khan, CLA Treasurer at [treasurer@ctlibraryassociation.org](mailto:treasurer@ctlibraryassociation.org)