

Instructions for CLA Expense Form

Type of Expense:

Requested Expense Committee or Section – to be used for reimbursements and pre-approved expenses (ex. Travel expenses after the event or Honoria need for the day of the event).

Board Approved – to be used for expenses approved by the board (ex. Nutmeg award, membership to Friends of Connecticut Libraries)

Monthly Budgeted Expense – to be used for monthly expenses (ex. CLA Staff salary, Lobbyist expense)

CLA Annual Conference Expense- to be only used for reimbursements and expenses directly related to the CLA Annual Conference

Total Amount: List the total amount that is being requested for reimbursement or payment. You can use the one form to cover all the expenses for a particular event i.e. refreshments and supplies.

- Receipts must be provided for all expenses.
- W9 form must be provide for all payments to vendors, companies, and speakers.
 - W9s are not needed for reimbursements.
- If seeking mileage reimbursement for a speaker a copy of their trip using Google Maps or MapQuest must be provided.

Date Expense Incurred: Date of event in which expense was made (i.e., the date of the event, conference, etc.)

Pay to: This is who is receiving payment or reimbursement, and will be the name printed on the check. Please make sure to list the name as it should appear on the check.

Address: Please make sure that the address is correct and includes the zip code, as this is the address the check will be mailed to.

Submitted by: This would be the person requesting the reimbursement or payment be made.

Purpose of Expense: Please include a general description of the expense being reimbursed or payment that needs to be made.

- When using for CLA Annual Conference please include a breakdown of expenses here or attach a spreadsheet if the expense covers multiple types of expenses such as travel, hotel reimbursement, and Honoria.

Signature of Authorizing Board Member: Please if possible, use an electronic signature featured in the Expense Form to help expedite processing of expense form.

Once you have completed the form, please forward the form and the supporting documents to the CLA Treasurer (treasurer@ctlibraryassociation.org) for processing. Once all the paperwork has been submitted payment will be processed.