

New Procedure for Reimbursement

Please follow these steps to receive a reimbursement:

- Go to the Chi State website (chistateca.org) and download expense form
- Complete the expense form; be sure to provide **all** information including to whom the reimbursement is to be made payable and the mailing address.
- The form is designed to be interactive. Complete the interactive form and print out. If you are unable to complete the form interactively, print it out and complete by printing all information clearly and legibly.
- **Mail the completed form and original receipts to the Chi State Office:**

Chi State Education Center
808 University Avenue
Sacramento CA 95825

Please write "reimbursement request" on the lower left corner of the envelope.

- Your receipts and form will be scanned and sent electronically to the Chi State President. She will sign them electronically and send to the treasurer. The treasurer will code the form, sign it, and send electronically to the bookkeeper.
- *The 30 day requirement for reimbursement requests will still be followed.*