

# NATIONAL ROOFING CONTRACTORS ASSOCIATION

## AFFILIATE EXECUTIVE EXPENSE REIMBURSEMENT STATEMENT

### POLICIES:

1. NRCA will reimburse for one, single standard-rate hotel room at NRCA's Midyear Meetings. There are a few simple policies to follow:
  - a. Submit a statement within 60 days of the meeting.
  - b. Original receipts must accompany the expense statement.
2. Statements are received at NRCA and approved for payment. NRCA sincerely appreciates your support.

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PURPOSE OF REIMBURSEMENT: \_\_\_\_\_  
(Specify name of committee, purpose for attending, project, etc.)

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
(City, state)

**(Original receipts MUST BE attached.)**

SINGLE STANDARD-RATE HOTEL (including tax) \_\_\_\_\_ TOTAL = \$ \_\_\_\_\_

**TOTAL = \$ \_\_\_\_\_**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Total owed:  Company  
 Self

Remit to: \_\_\_\_\_

Return to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Send to:  
Alison LaValley  
NRCA  
10255 W. Higgins Road, Suite 600  
Rosemont, IL 60018-5607  
Phone: 847-493-7573  
Email: alavalley@nrca.net

06/18

Received & checked data _____
Approval _____
Account number _____
Date Paid _____ Ck. # _____
Date sent to SR. V.P. _____