

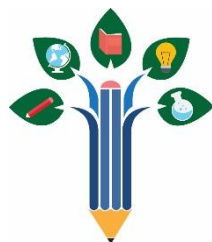
Check List for Reimbursement - Private Non-Profit

(This form is to be completed and submitted by the assigned PNP contact person to verify completion of the reimbursement paperwork. Please complete one check list for each reimbursement form submitted, within 5 days of travel.)

- Reimbursement Form
- W-9 (Name, Home Address, SS number and Sign)
- Meal Receipts (Itemized & No Alcohol or Gratuity)
- Hotel Receipt (Zero Balance & no state room tax if in Texas)
- Board Pass (Copy of paper or picture of screen shot if digital)
- Baggage Receipt
- Rental Car Receipt
- Conference Registration Receipt (If paid by participant)
- Shuttle, Uber or Taxi Receipt
- Other _____

Signed and Submitted by the PNP Contact

Date



ESC REGION 11
PRIVATE NON-PROFIT
SCHOOL SERVICES