

Reimbursement Form

Event type (check one): PEP FAST RANJ

FOR NJEA USE ONLY:		INITIAL
DATE RECEIVED BY UNISERV		
DATE RECEIVED BY HQ		
PAYMENT APPROVAL DATE		
APPROVED BUDGET		

QUESTIONS? Contact your UniServ Regional Office.
njea.org/regional-offices/#

Local Association:		County:
President Name(s):		
PEP/FAST Chair Name(s):		
Project Title:		Event Date:
Project Approval #:		
Form submitted by:		Date Submitted:
Signature:		

Please attach **ORIGINAL itemized receipts or acceptable proof of payment** (ie. zero-balance invoice showing proof of payment or front and back copy of canceled check) as listed on form below. Submit **completed** reimbursement form to your regional office by the deadline (see below). Promotional items ordered through Renaissance via online PEP Application are paid directly by NJEA and should not be included on this form. **Only ONE promo item** from ANY vendor is allowed for each event. Do not submit receipts for unapproved items or items that exceed your total budget. **MUST INCLUDE:** Sign-in sheets (names, addresses, emails, phone number, etc.) and samples of all printed materials (invitations, agenda, flyer, certificate, etc.). To review our list of items **NOT** funded by PEP or FAST and other important information, visit njea.org/my-njea/pride-resources.

REIMBURSEMENT DEADLINES	FALL Activities (Sept. - Nov.) – December 15		WINTER Activities (Dec. - Feb.) – March 15	
	SPRING Activities (March - June) – July 15		SUMMER Activities (July - Aug) – August 15	
DATE	VENDOR	DESCRIPTION		COSTS
FINAL TOTAL:				