

Arizona Science Teachers Association  
Accountable/Reimbursement Policy

All individuals seeking reimbursement shall substantiate the expense by providing plans for events/workshops/marketing materials that promote the mission of the ASTA.

Individuals are required to submit ASTA Reimbursement Form describing expenditures with the necessary receipts within 30 days of event/workshop/marketing materials.

All expenses must be determined to have a direct connection relating to the operations and mission of the ASTA.

Business expenses may be reimbursed if an individual paid the expense from personal funds.

This policy establishes the three components required for reimbursement of allowable expenses:

1. An allowable expense
2. Substantiation of the expense with receipts and expense report
3. Approval of the expense