



For NJEA Use Only:		INITIAL
Date Received by UniServ		
Date Received by HQ		
Payment Approval Date		

Reimbursement Form

EVENT TYPE (Please check one): **PRIDE** **F.A.S.T.**

Questions? Contact your [regional UniServ office.](#)

Local Association:	County:
President Name(s):	
PRIDE/F.A.S.T. Chair Name(s):	
Project Title:	Event Date:
Project Approval Number:	
Form Submitted by:	Date Submitted:
Signature of Claimant:	

Please attach **ORIGINAL** itemized receipts or acceptable proof of payment (ie. zero-balance invoice or front and back copy of cancelled check) as listed on form below. Submit **completed** reimbursement form to your regional office by deadline (please see below). Promotional items ordered through Renaissance via online PRIDE 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. Please **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 PRIDE or F.A.S.T. and other important information, please visit <https://www.njea.org/ny-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	FOOD COSTS	OTHER COSTS
Subtotals:				
Final Total:				