

CWC Patricia M. Thornton Local Chapter

Education Reimbursement Checklist

This section completed by Local Chapter President	
1. Date request submitted _____	2. Date of Training activity _____
3. Local Chapter _____	4. Local Chapter President _____
5. Amount of request: \$ _____	6. Local Chapter President signature _____
7. Flyer attached	8. Education Voucher form attached
9. Expenses breakout attached	10. Receipts attached
11. Training Materials sent to website Administrator date sent _____	12. Sign-in Sheet attached
13. In-person _____ online training _____ Training Title: _____	Materials : Handout Book MP4 Recording PowerPoint Publication other

Description / comments:

<p>For Bybee Board Use Only:</p> <p>Date received: _____ Approved _____ Not Approved _____ Date of response sent _____</p> <p>Comments:</p>

<p>For Treasurer Use Only:</p> <p>Date _____ Check # issued _____ Amount _____</p>
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