TEAM RIVER RUNNER

Team River Runner Reimbursements Procedure:

Personal Reimbursement:

We are striving to improve our invoices and or “check” reimbursement process so it is more efficient less emails) and more effective (quicker response time). We need your help. We will process reimbursements for individuals who used personal cash, credit card/checks to purchase and/or pay for chapter and/or TRR sponsored clinics/events that have been authorized by his/her Chapter Coordinator and/or Clinic Leader.

In order to request to pay and invoice or reimbursement by check:

A. Direct Deposit Personal reimbursements will be done through Divvy - if the person does not have a Divvy account - send me the name of the person and email address.

B. "Check" Personal Reimbursements - The person will need to create a document with the following information:
    1. Name of Person the check is to be written for
    2. Address to be sent
    3. Email (optional)
    4. Name of Chapter/Clinic/Program the purchased item/service is for
    5. Date of Purchase
    6. Description of item and/or service paid with personal funds
    7. Name of Chapter/Regional and/or Clinic leader authorizing the purchase

    ** Email the "document" and receipts to teamriverrunner@bill.com

Invoices - all invoices that are to be paid by check (to avoid credit card fees) email them to teamriverrunner@bill.com

REimbursements and/or invoices to be paid by check will take at least 2 weeks before check is mailed.