



# Nevada Water Environment Association Pre-Approval of Expenses



Name: \_\_\_\_\_  
 Phone & Email: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_  
 NWEA Function: \_\_\_\_\_  
 Date of Function: \_\_\_\_\_  
 Total Amount Requested: \_\_\_\_\_  
 Program or Purpose: \_\_\_\_\_

### Explanation and Description of Expenditure:

Amount

Airfare:		_____
Rental Car:		_____
Hotel:		_____
Per Diem:		_____
Mileage (.54 per mile):	Total Miles _____	_____
Other:		_____
	Total	_____

Make Check Payable To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Approvals:

NWEA President or alternate: See email dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Executive Board alternate: See email dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Complete all information requested on the form. Scan (PDF or jpeg) proof of requested amounts. No Approval will be made without a completed "Request for Approval Form" and appropriate back up.

E-mail electronic documents to: treasurer@nvwea.org