



# New York State Conservation District Employees' Association, Inc. Request for Reimbursement

**ALL REQUESTS MUST BE SUBMITTED BEFORE 12/31 OF THE YEAR INCURRED**

Payable to: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Send completed form to Member at Large:  
 Doug Kierst, Cayuga County SWCD  
 7413 County House Road, Auburn, NY 13021

For each budget category below write a brief description of the charges/fees and the amount. **ATTACH RECEIPTS**

Awards & Recognition		\$
Cons. Skills Workshop		\$
Division Training		\$
Envirothon * <b>Send request first to: Blanche Hurlbutt, Otsego County SWCD</b>		\$
Executive Board		\$
Frank Bratt Scholarship** <b>Send request first to: Judy Bennett, Orleans County SWCD</b>		\$
NACD		\$
NACD-NE		\$
NYS Fair/Farm Days		\$
Admin. Conference		\$
Ronny Raindrop®		\$
Sunshine		\$
Postage/Office/Telephone		\$
Training Session		\$
Other		\$
<b>TOTAL EXPENSES</b>		<b>\$</b>

<b>MEMBER AT LARGE</b>
Signature: _____
Dollar Amount: _____
Date Approved: _____

<b>TREASURER</b>
Signature: _____
Check Number: _____
Account: _____

\*NYS Envirothon Chairperson: \_\_\_\_\_

\*\*Frank Bratt Representative: \_\_\_\_\_