



CALIFORNIA NORTH REFEREE ADMINISTRATION

Reimbursement of Expense processing procedures:

All expense requests will be forwarded to the State Referee Administrator (SRA) for review, approval, and check processing.

The following procedures are in effect and are retroactive.

Expenses from the following titles will be submitted directly to the SRA:

- State Director of Instruction
- State Director of Assessment
- Registrar
- Manager of Ethics
- Director of Technology
- Director of Communications
- Executive Assistants to the SRA
- Director of Referee Academy
- Treasurer

All other Expense Reimbursement requests will initially be reviewed by the individual responsible for authorizing the expense and then forwarded to the SRA.

All requests for Expense Reimbursement must be submitted and forwarded on the CNRA Expense Reimbursement Form.

NOTE: ALL INDIVIDUALS MUST HAVE A W-9 ON FILE TO RECEIVE REIMBURSEMENT.

12/14/2012