Kings/Tulare UniServ Unit, Inc./CTA/NEA

Program Reimbursement Guidelines 2025-2026

Reimbursement Request must be received within 30 days of the event.

Please follow these steps to receive reimbursement:

1. **Complete the reimbursement form on the opposite side.**
2. **Three officers must sign the form.**
3. **Attach valid receipts. (Receipts must be from a licensed business. Handwritten receipts will NOT be accepted.)**
4. **Attach Sign-in-sheet and Agenda from the event.**
5. **Submit documents to the KTUU Office at 301 W. School Ave, Visalia, CA 93291 or scan and email to kristi@ktuuvisalia.org**
6. **Once the reimbursement request is approved and processed, we will mail a check to your Association treasurer.**

New Association/CTA Member Welcome Program

Covered Expenses: KTUU will reimburse $25.00 per new Association/CTA Member up to a maximum of $1,500 per Association, per year, and will only cover expenses pertaining to the event, i.e. meals, decorations.

Expenses NOT Covered: Gift Cards, Mileage, Hotel Rooms, or Alcohol

Association/CTA Member Engagement Program

Covered Expenses: KTUU will reimburse $25.00 per Association/CTA Member up to a maximum of $3,000 per year, and will only cover expenses pertaining to the event, i.e. meals, decorations.

Expenses NOT Covered: Gift Cards, Mileage, Hotel Rooms, or Alcohol

Day of the Teacher & ESP Appreciation

Covered Expenses: KTUU will reimburse $5.00 per Association/CTA Member. ***The only Association that can participate in the ESP Appreciation is Central Union Classified EA.***

Expenses NOT Covered: Gift Cards, Mileage, Hotel Rooms, or Alcohol

Kings/Tulare UniServ Unit, Inc. / CTA / NEA

Reimbursement Form

2025-2026

Please check the box next to the event that you are requesting reimbursement.
(only <u>one</u> event per form)

- ☐ **New Association/CTA Member Welcome Program**
- ☐ **Association/CTA Member Engagement Program**
- ☐ **Day of the Teacher**
- ☐ **ESP Appreciation (Central Union Classified EA only)**

Reimbursement Amount Requested: $_____

Name of Chapter: _____

President's Name: _____

President's Signature: _____

Secretary's Name: _____

Secretary's Signature: _____

Treasurer's Name: _____

Treasurer's Signature: _____

Vice President's Name: _____

Vice President's Signature: _____

Kings/Tulare UniServ Office Use Only

CTA Staff Signature: _____

Date: _____

Within 30 days, please send completed form, sign-in sheets, agendas, and receipts to the Kings/Tulare UniServ Office at 301 W. School Ave., Visalia, CA 93291 or scan and email to kristi@ktuuvisalia.org

Contact Kristi via email or call (559) 733-7706 if you have questions.