



GOOD HEALTH WINS
ETA PHI BETA SORORITY, INCORPORATED



REIMBURSEMENT CHECKLIST

Plan to ensure the project budgeted resources/funds are used effectively

- ❑ Ensure that the acceptable item(s) for reimbursement includes direct cost for purchases such as: Supplies (printing of flyers, bags, pens, N95 Masks, etc.) to provide for a GHWINS public purpose. Note: Supplies means all tangible personal property other than equipment.
- ❑ Must obtain original Vendor Receipt (s) for ALL expenses incurred, as documented in your event and/or the Project Plan.
- ❑ After project completion, complete the Reimbursement Invoice Form in its entirety. See sample attached or obtain a copy from the “Forms Section” of the Eta Phi Beta Sorority Website.



- It would be necessary for the Region or Chapter to submit its reimbursement request within 20 days after completion of the event/or project.

Submitting for Reimbursement

- Once you have completed the Reimbursement Invoice Form, attach original receipts for all GHWINs purchases and submit to Grand Grammateus, Mary S. Braziel, 1307 North Mangonia Drive, West Palm Beach, FL 33401.
- Maintain copies of the completed Reimbursement Invoice Form and ALL receipts for your record.
- Once Grand Grammateus receives your packet, the refund process for the payments will be managed expeditiously.





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Reimbursement Summary

- Ensure that the acceptable item(s) for reimbursement includes direct cost for purchases.
- Complete the Reimbursement Invoice Form in its entirety.
- Attach original receipts for all GHWINS purchases.
- Submit the reimbursement request within 20 days after completion of the event/or project.
- Mail to Grand Grammateus, Mary S. Braziel, 1307 North Mangonia Drive, West Palm Beach, FL 33401