

General Reimbursement Requests

FORM: All reimbursement requests require on-line submission of the [General Reimbursement Form](#) via the SRA website and they require prior SRA approval (use this same form to request approval). Use this form for any requests for reimbursements from the SRA general fund or for activities that are part of funded new initiatives proposals, except for travel reimbursement, which requires completion of a [Travel Reimbursement Form](#). Only current officers of SRA committees, specialty groups, and regional subgroups can request funds using this mechanism, and they may only do so if the SRA maintains their budget. Note that the SRA only currently maintains budgets for some of its regional organizations, and only those regional organizations can request funds from their accounts using this mechanism.

METHOD OF SUBMISSION: All forms must be submitted electronically. **Please complete the form, save the document, and then submit the completed document as an attachment directly to David Drupa at ddrupa@burkinc.com**