



# For Expense Reimbursements

## Declaration Form

**Purpose:** This form is to be used by a member for expenses paid via member's personal funds. NRIVA requires that the claimant sign this reimbursement form to declare that the expenses claimed are true and relate to NRIVA purpose. Per IRS guidelines, maximum allowable reimbursement to an individual volunteer per event is **\$600** with receipts(**required**). All cash payments are to be avoided and are only allowed for cases like Priest dakshina or janitor tips etc and cannot be more than \$200 by claimant per event. One declaration form per claimant per event. Reimbursements direct to vendors with an invoice do not need this form and there is no limit on the amount. NRIVA recommends reimbursement to Vendors directly. These guidelines help NRIVA to be compliant with IRS tax exempt status. Please submit all declaration forms, receipts, and expense reports to NRIVA Treasurer at [treasurer@nriva.org](mailto:treasurer@nriva.org) and CC email to all local EC/BoD representatives from your chapter, if applicable. Please contact NRIVA treasurer team at above email if any questions or help needed.

**Event Title:**

**Event Date:**

**Details of Expenses (in Brief):**

**Name of person claiming expenses. Please complete all fields to avoid delays.**

Full Name ( Used for sending payments)

Mailing Address

<input type="text"/>
Zipcode

Email

Phone number

**Declaration:** I \_\_\_\_\_ hereby declare that the expenses claimed are legitimate, incurred on NRIVA related event/activity purpose and have been reduced by any discount, rebate, and refund, or claim made against other sources, or to support any claim in the future.

**Signature:**

Claimant's Name (print):

Claimant's Signature Date