

- A. Complete the reimbursement form and send it to the attention of Ms. Carolyn, Treasurer NTEU Chapter 282.

Mail the receipts to

NTEU Chapter 282  
Attn: Carolyn McMillian  
P.O. Box 4424  
Silver Spring, MD 20914

- B. Place the original receipts on copying paper. Use adhesive tape to hold them in place.
- C. If the original receipts are printed on thermal paper please make a copy of them and attach the copy in your reimbursement request. The original receipt must also be submitted.
- D. Paginate the entire submission, e.g. Page 1 of X
- E. Keep a copy of your reimbursement request for your records.