

### **Reimbursement Process for RoE**

Executive team member incurring charges needs to complete a [reimbursement form](#) (from SIG Officers Page) and send an e-mail to Sylvie Nguyen (snguyen@aera.net) explaining expenditures and attaching the receipts, copying the acting Treasurer and Chair. Treasurer then follows up with a separate e-mail to Sylvie copying team member verifying (validate) expenses as the SIG Treasurer.