**Non-Employee Travel Reimbursement Process**

As we move into a new fiscal year our Administrative office would like to introduce our new Accounts Payable process, we are also wanting to take this opportunity to update our committee membership list.

Please follow the steps below when requesting reimbursement for travel to steering meetings:

1. Complete Non-Employee Travel Reimbursement Form
2. Click on link provided to submit Reimbursement request and proper receipts to our accounts payable for processing via [CCC Technology Center, Non-Employee Travel (NET) Reimbursement Request Form](https://app.smartsheet.com/b/form/39fd116faf7840d4908a579af14b7112)

Attached you will find both the Non-Employee Reimbursement Guide and the Non-Employee Travel Form for your records and review.

Please follow link below to update our Committee Membership list:

[Education Planning Initiative Steering Committee Membership Form](https://app.smartsheet.com/b/form/3d9a9ef84b4447f594958fd5378f4854)

Thank you for your assistance and support!

The CCC Tech Center Team