

CSAA Voucher payment system

Vouchers will be completed by members requiring reimbursement for travel, lodging, and meals from the CSAA. Please turn this into the Treasurer at the meeting.

Please complete the voucher at the meeting making sure your name, address, and information are correct, if they are unreadable this may delay your payment.

Allow up to 10 days to receive your reimbursement.

The check will come from Western MT Mental Health Center, Building T-9, Fort Missoula, Missoula, MT.

The board decided to follow the guideline of the State of MT for meal reimbursement they are as follows: Breakfast \$5.00 , lunch \$6.00 , and dinner \$12.00. Claims will be reviewed for meal costs and these allowed amounts will be used to calculate your payments.

The CSAA will not prepay expenses, we are sorry for any inconvenience this may cause.