

CEA Building Incentive Program

In an effort to assist Head Building Reps facilitate CEA information at the individual sites; CEA will allocate funds to encourage member participation in CEA business.

	Yearly Allocation
Per Site	\$100

Ideas for using the allocation: treats, coffee, gift cards for door prizes, etc.

I, _____, Head Building Representative at _____ request reimbursement of \$ _____ which was used as a building level incentive for participation as noted below. I have attached copies of receipts showing the expense incurred.

The meeting/event was held on _____, 20__ for the purposes of:

Number of members present: _____

Signed
