

Submitting a Reimbursement Request to Indiana NAWGJ

Indiana NAWGJ will provide reimbursements for education and uniform purchases based on your volunteer efforts at Judge's Cup as well as your USAG membership.

Remember: Do NOT purchase your NAWGJ or NGA memberships, these will be renewed on your behalf by the Indiana NAWGJ State Committee.

Please note that while the reimbursement form is mobile-friendly, you must have your receipts available on your phone to upload them. Follow these steps to submit your reimbursement:

1. Navigate to the [Reimbursement form](#)
2. Populate the following fields:
 - a. **NAME**
 - b. **Email**
 - i. Double check you have entered the correct email address
 - c. **Address**
 - i. Address should be entered in this format:
Street Address, City, State Zip Code
Example: 123 Main St., Anywhere, IN 44444
 - d. Optional: **Phone Number**
 - i. Please include your area code
 - e. In the field labeled '**What are you requesting reimbursement for? Please specify with name of the event(s), location(s), and date(s).**', enter the details requested for the expense you incurred.
 - f. Under 'Upload Receipt(s)' you can upload your receipts as a PDF, a screenshot, etc. You can upload multiple receipts!
 - i. Click on the 'Add File' button.
 - ii. A pop-up window will display.
 1. You can click on '**Browse**' to find the receipt on your computer or phone.
 2. If you're on a computer, you can drag and drop the files into the pop-up window.
 3. If you have a Gmail account, you can upload files from your Google Drive by clicking on the '**My Drive**' tab and selecting the file.
 - iii. Once the receipts are successfully uploaded, the '**Upload Receipt(s)**' field will display one or more files indicating a successful upload.
*Note: If you're having trouble uploading receipts, check that your pop-up blocker is turned off.

- g. Optional: In the '**Any other questions or details we need to know?**' you can provide additional information that may be useful when submitting your expenses for reimbursement.