



NATIONAL ASSOCIATION OF
CHRONIC DISEASE DIRECTORS
Promoting Health. Preventing Disease.

National Association of Chronic Disease Directors

Consultant Registration Notification

NACDD Registration policy: NACDD will remit payment for registration fees after the event occurs. This policy applies to all travelers, members, partners, and consultants.

Procedures for consultant to be reimbursed:

The consultant must provide receipt showing payment, itinerary/agenda, and this completed registration notification form with the reimbursement payment request.

Prior approval is not needed; however, the consultant must ensure that one of the below scenarios are applicable to ensure payment can be made:

- Budget includes registration fee and available funds are in the budget
- Funder written approval (email is acceptable) and available funds are in the budget
- Presenting/Facilitating at the Conference/Event/Summit/Workshop and available funds are in the budget

Name of Consultant:

Name of Conference:

Date of Conference:

Location of Conference:

Registration fee amount:

Finance code – 7 digits (Program#, Project#, Grant Year):

Please check which applies:

- Budget includes registration fee and available funds are in the budget
- Funder written approval (email is acceptable) and available funds are in the budget
- Presenting/Facilitating at the Conference/Event/Summit/Workshop and available funds are in the budget

NOTE: Please include this form with the reimbursement request for registration fees.