



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

213 South Main Street • Independence, MO 64050
 P (816) 833-3892 • F (816) 833-3893 • parliamentarians.org

Account Numbers

Account #	Account Name	Description	Intended Users	Approval Chain (1)
4005	President	Desk expenses, additional travel or special projects by the president	President	Treasurer
4010	Vice President	Desk expenses for vice-president	Vice-President	P/T/ED
4020	Board Members	Desk expenses of remaining board members including parliamentarian	All remaining board members	P/T/ED
4045	Board of Directors	Travel for board members to attend in-person board meetings, or special invitees requested by the president	Board members	P/T/ED
4050	Officer/Rep Travel	Travel for the official NAP representative from home to designated association meeting or for NAP partner organizations	NAP Representative	P/T/ED
4105	Committee Desk Expenses	Desk expenses for committee members or chairman to fulfill committee's objective	Committee members	Committee chair, P/T/ED
4145	Committee Meetings	Travel for committee members to attend in-person committee members, including ex-officio member	Committee members	Committee chair, P/T/ED
4215	NP Editor	Desk expenses of the NP Editor	NP Editor	P/T/ED
4160	District Conferences	Out-of-pocket costs not paid directly by NAP for the District Conference. Detailed descriptions required, and should coorespond with proposed budget.	District directors	District director, P/T/ED
4165	District Director Travel	Travel to association meetings during biennium and other related expenses	District directors	P/T/ED
4305	Registration Exam Cost	The printing of exams, postage, and related supplies in administering the RP exam.	MRE Committee	Committee chair, P/T/ED
4310	PQ Course Cost	The printing of course materials by volunteers, travel for instructors, meeting room expenses for the PQC.	PD Committee & Assigned Instructors	Committee chair, P/T/ED
4315	NTC Cost	Out-of-pocket costs not paid directly by NAP for the NTC. Detailed descriptions required, and should coorespond with proposed budget.	Event coordinator	P/T/ED



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4320	Leadership Conference Cost	Out-of-pocket costs not paid directly by NAP for the Leadership Conference. Detailed descriptions required, and should coorespond with proposed budget.	Event coordinator	P/T/ED
4325	Convention Cost	Out-of-pocket costs not paid directly by NAP for the convention. Detailed descriptions required, and should coorespond with proposed budget.	Event coordinator	P/T/ED
4330	UW-ISC Cost	Expenses to maintain the University of Wisconsin Independent Study Course.	UW-ISC instructor	P/T/ED
4335	Train the Trainer Cost	The printing of course materials by volunteers, travel for instructors, meeting room expenses for the TTT course.	PD Committee & Assigned Instructors Board / Webinar Committee	Committee chair, P/T/ED
4340	Web-based Training Cost	Costs related to offering web-based training.		P/T/ED
4345	PRC Course Cost	The printing of course materials by volunteers, travel for instructors, meeting room expenses for the PRC.	PD Committee & Assigned Instructors	Committee chair, P/T/ED
4530	Youth Liaison Expense	Travel to NAP youth partner organizations	Youth Committee	Committee chair, P/T/ED

(1) In accordance with NAP OPP, the president, treasurer, or executive director may sign off on expense reports depending on who initiates the report and the dollar amount. Committee chairs are also responsible for reviewing their members (including the ex-officio members) expenses to ensure they stay within their annual budget limits. All NAP volunteers should review NAP OPP as not all expenses will be approved for payment.