

1. Employee/Contract Vendor/Vendor completes an NTR Expense Form for Independent Contractors or Clinicians
2. Submit the invoice with all back-up and receipts according to this flowchart.
3. Invoices are due to Executive Director on Wednesday by 5:00p for final approval.
4. Checks are cut, signed, and mailed on Friday.
5. If you have a questions about the status of a check, please follow the flowchart again (i.e. start with the person to whom you submitted the report in the first place).

