#### **Reimbursement of Attorney Registration Fees**

Attorneys admitted in the State of New York are required to register biennially, whether they are resident or non-resident, active or retired, or practicing law in New York or anywhere else. All attorneys are required to renew their attorney registration every two years, within 30 days after their date of birth. To be eligible for the reimbursement of attorney registration/renewal fees, DOE attorneys employed in the Office of General Counsel must submit the attached Business Expense Report Form, and the following documents to Antoinette Brown, ABrown@schools.nyc.gov:

- 1. Original NYS payment receipt
- 2. Copy of the cancelled check or copy of credit card statement as proof of payment
- 3. Completed business expense form signed by employee's manager



## **New York City Board of Education**

# **BUSINESS EXPENSE REPORT**

**OD-7** 

Page \_\_\_ of \_\_\_Pages

	Pay To:					
	PR	INT Name of	Claimant			
Address: Claimant's Address				Zip Co	Zip Code	
Date of	Description of	Qty.	Unit	Total	Rec	eipt
Purchase	Expenditure		Price	Cost	Yes	No
					Check One	
	TOTAL					
ually made b ve sums w	that the above expenditure(s) report by me for official business of the New ere authorized in accordance with a my official duties and that no paymen	York City Bregulations;	oard of Educa that the expe	tion; that the enditures wer	expenditu e necessa	ares of ary in
Signature of Claimant						
Signature of Approving Officer 0-7 (Revised: February 2001)			Date			

### Accessibility Report

Filename: ogc-attorney-registration-fee-reimbursement-form\_ADA.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

#### Summary

The checker found no problems in this document.

Needs manual check: 2Passed manually: 0

■ Failed manually: 0

Skipped: 1Passed: 29Failed: 0