

Reimbursements

For a budgeted project, a member shall be reimbursed for monies spent.

1. Requesting

- 1.1. To receive reimbursement, a member shall request reimbursement to the Financial Secretary.
- 1.2. A request for reimbursement shall include the following information:
 - 1.2.1. Member's full name and mailing address.
 - 1.2.2. Total Amount, substantiated by receipts.
 - 1.2.2.a. If an advancement was previously received by the member, the request shall include the total amount expended, substantiated by receipts, the advanced amount received, and the requested reimbursement shortfall.
 - 1.2.3. Associated budget item(s) if not obvious.
 - 1.2.4. Normal vs. Expedited payment, where "Normal" means the reimbursement check shall be mailed to the member (preferred), and "Expedited" means the member shall pick-up the check at the meeting where the reimbursement is approved. Normal payment shall be assumed. The member must specifically request expedited payment.
- 1.3. The Financial Secretary shall notify the member if his reimbursement request is incomplete.
- 1.4. Reimbursement Requests shall be complete and shall be submitted at least by noon the day prior to a council Officer's Planning Meeting to be considered at that meeting.

2. Approving

- 2.1. The Financial Secretary shall review the Reimbursement Request and, if complete, permit a reimbursement request.
- 2.2. The Financial Secretary shall prepare a voucher for the next council Officer's Planning Meeting and shall notify the Treasurer.
- 2.3. The voucher shall be read aloud at the meeting and be either approved or returned to the council by the Trustees; provided however if the voucher is for financial aid (i.e. member in distress, scholarships, etc.) the recipient's name shall not be read aloud, rather a fictitious name and the budgeted item category shall be used instead.

3. Paying

- 3.1. An approved reimbursement request shall be paid by the Treasurer.
- 3.2. If the reimbursement is an Expedited payment (see 1.2.4), and the member is present at the meeting where the reimbursement is approved, the Treasurer shall produce a check and present it to the member at the meeting.
- 3.3. If the reimbursement is a Normal payment (see 1.2.4), the Treasurer shall, within two business days of the meeting, mail the check, or cause the check to be mailed by the bank, to the member at the address specified in the reimbursement request (see 1.2.1).

Revision History

2020.04.14	D. Rainone	Document released.
2021.02.07	K. Breneman	Vouchers now read/approved at Officer's Planning Meeting.