

Spartan Lyrical Society Procedure XX: Expense Reimbursement

Number: Procedure XX

Version: 00

Title: Procedures for requesting reimbursement of funds spent on behalf of SLS

Status: In Review, to be voted on by the board at the June 2016 board meeting.

Description: This procedure describes the process for requesting reimbursement of funds.

Relevant Bylaws: Section 4, on the Treasurer's duties.

Background Information: This procedure supports the treasurer's fulfillment of her duties and provides documentation to support reimbursement requests.

Process Steps:

STEP 0) Any SLS member spending funds on behalf of SLS must have prior line-item budget approval or the approval of the SLS board and must provide original receipts for reimbursement.

STEP 1) Any individual seeking reimbursement from SLS must fill out an expense reimbursement form, available on www.spmssings.org.

STEP 2) The individual filling out the form should list expenses, date of transaction, and amount spent.

STEP 3) Original receipt(s) must be attached to the reimbursement form; small receipts should be taped to the back of the form, and large receipts should be stapled to the form.

STEP 4) The individual should provide the original copy of the form to the Treasurer for reimbursement.

STEP 5) The Treasurer shall validate that the funds were spent with approval of SLS and then provide reimbursement via a check signed by two authorized signatories.

Required Forms: Expense reimbursement forms are available on www.spmssings.org

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.