



## **Expense and Reimbursement Policy**

**Purpose:** The Board of Directors of RVGS recognizes that Board officers, directors, and volunteers may be asked to purchase equipment and supplies for the society and/or library with use of their own personal credit cards or cash.

**Expense Report:** A request for reimbursement must be accompanied by a receipt and a completed attached form detailing:

- Personal information
- Date of purchase
- Description of purchase and for what purpose
- If it was approved and by whom

The form with receipt is to be submitted to the treasurer. Reimbursement requests not covered by the current operating budget or pre-approved by a Board member should be brought to the Board for approval.

**Travel:** No travel expenses (gas, air, hotel, car) will be reimbursed unless prior approval is received from the Board.

**Rogue Valley Genealogical Society**

**REQUEST FOR REIMBURSEMENT**

Attach itemized receipt(s) to this form.

Name: \_\_\_\_\_ Member # \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ On File      New: \_\_\_\_\_

E-mail      \_\_\_\_\_ On File      New: \_\_\_\_\_

Address: \_\_\_\_\_ On File      New: \_\_\_\_\_

Expenditure was for: \_\_\_\_\_

List Expenditures:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	<b>TOTAL</b>	\$ _____

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Treasurer's Use:**

If Board approved expenditure, date approved in minutes: \_\_\_\_\_