

Expense Reimbursement Form

Date Submitted: _____ Submitted By: _____

Approved By: _____ Date Approved _____

All requests must include itemized receipts showing vendor, date, description, and amount.

Date	Description	Amount

Total Amount Requested: \$ _____ Paid By (Signature): _____ Date: _____

Check/Transaction #: _____

Internal: Charged to: IRGS Internal account: Program, Officer, Education, Newsletter, Post Office, Library. Other _____

Expense Reimbursement Procedures

Purpose

To ensure all expenses are properly documented, authorized, and reimbursed in accordance with sound nonprofit financial practices.

Eligible Expenses

Reimbursements are limited to reasonable, necessary, and pre-approved organizational expenses supported by proper documentation.

Documentation Requirements

- Itemized receipts are required for all expenses
- Receipts must show: vendor, date, description, and amount
- Incomplete requests will be returned unpaid

Submission Procedures

- Requests must be submitted within **30 days** of the expense
- Submit completed form and receipts via email to:
President → Vice President → Secretary → Treasurer
- Incomplete submissions will be returned

Approval Authority

- Expenses must be approved in the following order:
President, Vice President, Secretary, Treasurer
- The Treasurer may only approve if they are **not** purchasing, ordering, or issuing/signing payment
- **No individual may approve their own expense**

Segregation of Duties / Internal Control

- The same individual may **not** submit, approve, purchase, and/or pay a reimbursement
- At least **two individuals** must be involved in every transaction

Conflict of Interest

- Any board member with a conflict must **recuse themselves** from approval

Payment Procedures

- Payments will be issued within **7–14 days after approval**