

SOP Request for Reimbursement

Purpose:

HMGA will reimburse approved expenses made by members for items specifically for use by HMGA.

Guidelines:

- Confirm with the Activity / Committee Lead that it is a desired expense for the activity. The Board has approved a spending limit for your activity. You cannot spend more than has been approved.
- If there is a balance left in your activity, submit a reimbursement request to the Treasurer which has been approved by the Activity / Committee Lead using the HMGA Reimbursement Request Form. This Form is necessary for audits. Approval from activity leads keeps them aware of all spending from their budget.
- If there is not enough in the account to cover added expenses, Board approval must be gotten by the Activity / Committee Lead before any additional expenditures are made.
 - The Treasurer will not be able to complete the reimbursement until the overage is approved by the Board.
 - Contact the Co-Presidents to be added to the agenda for discussion at the next Board meeting. Voting for approval will occur at the following meeting. Following the approval by the Board, the purchase can be made and reimbursement requested from the Treasurer.

Process

- Used the attached HMGA Reimbursement Request Form.
 - Receipts must be attached
 - The Form must be approved by the Activity / Committee Lead
 - This information and approval can be submitted electronically or in paper form (cell phone shots / scans of receipts are acceptable)
 - Forms need to be submitted within 30 days of the *expense*
 - Reimbursement checks should be cashed promptly

HMGA Reimbursement Request Form

Date Submitted	
Name of Person to be Reimbursed	
Address	
Phone	
Email	
Activity Name	
Description of Item(s)	
Name of approving Activity / Committee Lead	
Number of Receipts Attached	
Date of Board Approval (if needed)	
Total Amount Due	

Treasurer Notes:

Check # _____ Check Date _____ Line Item _____

The completed form and attached receipts can be:

- Delivered in person to the Treasurer
- OR
- Mailed to:

HMGA Treasurer
13017 Taylor Complex Lane
Ashland, VA 23005