

**REIMBURSEMENT REQUEST**

 From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Print name as it should appear on check)***

 Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Street/ Box No. City/State Zip code***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **Vendor** | **Description** | **Date** | **Amount** |
| ***E.G: Voter Services Committee*** | ***Staples*** | ***Table display*** | ***03/10/2021*** | ***22.36*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  **Total Expenses**  |  |

**See and follow important instructions on the back page**

**Submit a completed/signed form and receipts to:** **anneirenenewman@gmail.com**

**or mail to LWV Tallahassee at the address in the footer.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indicate applicable Budget Authority

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PAID Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Information/Instructions**

The **Annual Budget** is approved at the **Annual Meeting**. The Budget contains individual budget categories that are overseen by various **Budget Authorities** (i.e. Officer, Director, Committee Chair).

Individuals spending personal funds for League events may be reimbursed as provided within these instructions, by completing and submitting this form with corresponding receipts. **All expenses must be approved in advance to be reimbursed**.

1. The **Budget Authority** for each budget category may spend up to the total funds allocated to his/her budget category without additional approval.
2. The **Budget Authority** may authorize another Leaguer to purchase items on his/her behalf. However, the President will review and approve the reimbursement of expenses that exceed $100 that have been submitted by an individual other than a Budget Authority.
3. Expenditures from the Board of Directors Fund must be submitted with a copy of minutes attached indicating approval of the expense by a 2/3 vote of the Board present at the meeting (10/18/2017 Board decision).
4. Unspent funds in a category shall be returned to the general fund at the end of the fiscal year, less any outstanding invoices reported to the Treasurer by a stated deadline.