



MONTLURE EXPENSE REIMBURSEMENT FORM

Purpose: This form is for reimbursement of expenses incurred by staff, volunteers and council members related to Montlure activities. By utilizing an email-based process, expenses will be reimbursed within 30 days of receipt of complete and approved documentation.

Policy: The individual claiming expense reimbursement must complete this form in full and submit a copy of all supporting receipts. Expenses must be approved by a member of the Council before being passed to the bookkeeper for payment. If expenses claimed exceed \$1,000, then a second approval level is required, either from the Treasurer or the President.

Process:

- 1) Complete this form on your computer. Use multiple forms if necessary.
- 2) Write the item # on each receipt, and then scan into a file(s) on your computer all your receipts, preferably in PDF format.
- 3) Email as attachments this form and the scanned copy of your receipts for approval as follows:
 - a. If Director/Assistant/Chaplain/Counselor/Nurse, to Program Committee chair Beth Glady at egladyfamily@cox.net
 - b. If Staff or Council Member, to Treasurer Todd Dirkschneider at dirkschneider@bigfoot.com
- 4) Beth or Todd add their approval to this form, and then email on to the bookkeeper for payment.

Name for Check:		Address for Check:	
Phone (for queries):			
Date Submitted:			

Item #	Purpose <i>(Camp name, project, etc.)</i>	Item Description <i>(to describe each receipt)</i>	Amount
1			0
2			0
3			0
4			0
5			0
6			0
7			0
8			0
9			0
10			0
11			0
12			0
Total Expense Claim <i>(right click, then Update Field to sum column)</i>			0.00

Approved by:		Budget to be charged:
Date Approved:		
Approval for >\$1k:		