



MONTLURE EXPENSE AUTHORIZATION FORM

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

Policy: The individual requesting expense reimbursement or a distribution should complete this form in full and submit a copy of all supporting receipts within 60 days of expenditure. The approving Council committee chairperson must approve the expense(s) before they are paid by the Montlure bookkeeper. If the expenses claimed exceed \$1,000, a second approval level is required, either from the Treasurer, President, or by vote of the Council.

Process:

- 1) Complete this form on your computer. Use multiple forms if necessary.
- 2) Write the item # below on each receipt, and then scan the receipts into a file(s) on your computer, preferably in PDF format. If this is not possible, please print this form, attach all receipts, and mail all to the bookkeeper.
- 3) The approval process is as follows:
 - a. Send all documents to the bookkeeper bookkeeper@montlure.org within 60 days of expense.
 - b. The bookkeeper will forward all documents to the approving committee chairperson.
 - c. The committee chair will approve or deny the request and return the documents to the bookkeeper.
 - d. A check will be prepared for reimbursement or for payment of the invoice within 15 days of approval.

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

Name of Committee or Council member to Approve Request (see next page) _____

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

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

Chairpersons and Budget Categories listed on the next page.



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Camp Council Chairpersons and Budget Categories

CAMP ADMINISTRATOR: Kristy Gropel

- 5045 Camp Director/Counselor Travel
- 5050 Camp Director Misc Expenses
- 5000 Staff Expenses
- 5003 Summer Support Staff
- 5105 Kitchen Staff

PERSONNEL Chairperson: Beth Glady

- 5208 ACA Conference
- 5040 Camp Administrator Travel/Education
- 5210 Board Travel
- 5212 Board Misc Expenses

PROGRAM Chairperson: Beth Glady

- 5030 Camp Program Expenses
- 5047 Camp Director Program Material
- 5052 Counselor Leadership Training
- 5117 Camp Games and Equipment
- 5174 Camp Office Expenses

FACILITIES Chairperson: Jim Knorr

- 5100 Camp Food Purchases – Shamrock Automatically Approved
- 5110 Kitchen Non-Food Purchases
- 5152 Camp Furniture
- 5155 Camp Repair and Maintenance
- 5160 Equipment Purchase
- 5165 Maintenance – Residence
- 5167 Gas – Camp Auto
- 5169 Vehicle Maintenance

COMMUNICATION & PUBLICITY Chairperson: Cathy Cross

- 5205 Publicity and Marketing Cost
- 5225 Web Site Updates
- 5175 Camp Internet
- 5120 Camp Memorabilia

TREASURER:

- 5200 Office Board Expenses
- All expenses not covered above