

Hi all:

I want to clarify our reimbursement policy. In the age of email, we think there is an opportunity to save some volunteer time by utilizing email while still maintaining the appropriate controls that our charter requires.

Going forward:

1) We will process requests twice per month, like most businesses process payables, on the 15th and 30th. In other words, if you submit on the 16th the check will be cut on the 30th.

2) We can accept either hard or PDF copies (PDF preferred - cannot be lost!) of SIGNED reimbursement forms along with appropriate receipts and/or invoices. That means sign it BEFORE you scan it and email it.

3) We will accept email signatures from Randy and Aida. The rep's and coach's John Hancock are still required on the actual form. Tanya and I will sign upon receipt.

4) A general email of "can you please pay this" will not suffice. Please use the appropriate form. The form is widely available now. Also, please submit the appropriate invoice and/or receipts.

5) It is generally better to submit invoices for direct payment rather than having a parent or coach pay and then seek reimbursement. I encourage everyone to do so where practical.

6) If payment of an invoice needs to be expedited, please let me and/or Tanya know and we will do our best. Reimbursements will follow the 15th/30th rule.

These procedures allow us to use technology to save time while still maintaining the appropriate controls. It also allows us to utilize Tanya's time efficiently.

Thank for all that each of you do!  
Cheers, Mike