

League of Women Voters – Grand Traverse Area Reimbursement Policy

The purpose of this policy is to assist the Treasurer in keeping LWV-GTA financial records accurate and current, and to promote responsible management of the organization's funds.

Expense vouchers, or requests for reimbursement, must be submitted

- on the forms prepared for this purpose, which are available from the Treasurer;
- with receipts, or a readable copy of the receipts, attached;
- within 60 days of the date the expense was incurred, or
- within 30 days of the last day of the fiscal year, whichever occurs first.

Vouchers for in-kind contributions, for which no reimbursement is requested, should be submitted

- within 60 days of the date the expense was incurred, or
- within 30 days of the last day of the fiscal year, whichever occurs first.

Proposed and adopted January 14, 2004.