

Greater Renton-Tukwila Youth Soccer Association

Title: Reimburse Expenses

Policy and Procedure Number: 010

Revision: NEW

Approval Date: July 13, 2005

A. Purpose

Provide timely repayment for official expenses incurred for the Association by members.

B. Requirements

Expense reimbursement has the following goals:

1. Correct budget recording
2. Documentation of expenses
3. Separation of duties (person authorizing repayment different than person incurring expense)

C. Process

1. Authorizes proposed expenditure
Role: Association officer
2. Make approved purchase
Role: Member
3. Completes Check Request Voucher (electronically or by hand) available on web site
Role: Member
4. Submit Voucher to Treasurer
Role: Member
5. Review Voucher for completeness, accuracy and appropriateness.
Role: Treasurer
6. Provide copy of Voucher to approving Officer
Role: Treasurer
7. Record expense in appropriate budget category
Role: Treasurer
8. Issue reimbursement check (at least once a month)
Role: Treasurer