

## **LifeLong Learning at PebbleCreek Policy for Reimbursing Volunteers for Expenses**

The Treasurer shall reimburse volunteers for actual and reasonable expenses incurred for LifeLong Learning business purposes in accordance with this policy. Receipts must be submitted to the Treasurer by scanning and emailing, forwarding an emailed receipt or by submitting the actual receipt. The receipts must be accompanied by the completed Expense Reimbursement form.

All purchases over \$200 should receive prior written approval from the functional director or by the President. Expenses that equal or exceed \$500 shall be handled in accordance with the policy on Contract Commitments and not under this policy.

Approval and payment of purchases not made in accordance with this policy, for good cause, are left to the discretion of the Treasurer. If there are any questions about a purchase, the Treasurer shall speak to the President for clarification and direction.

Approved by the Finance Committee on 04/09/18

Approved by the Board on 05/10/18

