

## **Rotary Club of La Crosse Reimbursement Guidelines**

This policy outlines the Rotary Club of La Crosse's rules and procedures for the proper reimbursement of expenses authorized for various Rotary activities.

1. No member shall be entitled to reimbursement of any expense claimed to have been incurred on behalf of the Rotary Club of La Crosse without documentation substantiating the specific nature of the expense claimed.
2. In order to obtain reimbursement, the individual must complete a Reimbursement/Cash Advance Request Form and attach all applicable copies of bills and receipts. The Reimbursement/Cash Advance Request Form must be signed by the committee chairperson and President or Treasurer before submission to the Treasurer.
3. The Treasurer or President is authorized to reimburse an individual for reimbursable expenses up to \$50.
4. Any expense over \$50 must be pre-approved by the President. Reimbursements for an amount exceeding \$250 require pre-approval of the Board of Directors. If reimbursement is to a member of the Board that person may not vote on such approval.
5. Automobile Reimbursement Rate – club officers shall be reimbursed at the current IRS approved business travel rate when attending conferences.
6. Should questions arise about expense reimbursement, these will be resolved at the discretion of the President after consulting with the Treasurer and the Board of Directors.
7. All requests for reimbursement must be in the hands of the Treasurer by June 30 for each Rotary year or they will not be reimbursed.
8. Member Fees or Dues shall not be offset against any alleged debt or expense reimbursement claim

## **Rotary Club of La Crosse Cash Advance Guidelines**

This policy outlines the Rotary Club of La Crosse's rules and procedures for the proper handling of temporary cash advances authorized for various Rotary activities.

1. Temporary cash advances are used to provide cash to Rotary members or a committee for one-time, annual, or quarterly special events or travel. Only Rotary members are permitted to handle the temporary cash advance funds.
2. Access to the temporary cash advance should be restricted and a custodian should be assigned as the responsible party for the advance. The cash must be safeguarded at all times.
3. Cash advances should be requested only when all other methods for obtaining goods/ services have been exhausted.
4. If the applicant (a Rotary member or committee) demonstrates a need for temporary cash funds, the applicant must complete a Reimbursement/Cash Advance Request Form. The request should fully explain the need for a temporary cash advance, as well as designate an appropriate Rotarian as custodian of the advance.
5. The Treasurer or President is authorized to issue an individual a cash advance up to \$50.
6. Any cash advance over \$50 must be pre-approved by the President. Cash advances for an amount exceeding \$250 require pre-approval of the Board of Directors. If the cash advance is to a member of the Board that person may not vote on such approval.
7. The written request should be submitted no later than 10 working-days prior to the event or travel. The Treasurer will issue a check to the custodian of the temporary cash advance.
8. Within ten working days of the event or travel, all remaining cash and receipts should be returned to the Treasurer as a partial repayment of the advance.
9. To ensure accurate reconciliation of a cash advance the custodian will prepare an expense report verifying the expenses incurred, attaching all receipts and forward it to the Treasurer within 30 days of the conclusion of the event or travel.

**Rotary Club of La Crosse  
Reimbursement / Cash Advance Request**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Please reimburse me for a total of \$ \_\_\_\_\_ for the following:

*or*

Please issue a cash advance for a total of \$ \_\_\_\_\_ for the following:

#	Item Description and Justification	Amount	Please indicate Category (for example Fruit Basket Project)
1			
2			
3			
4			
5			

Signature of Requestor: \_\_\_\_\_

Signature of Officer

If under \$50, did the Treasurer or President approve:    Yes ☐    No ☐ \_\_\_\_\_

If over \$50, did the President approve:    Yes ☐    No ☐ \_\_\_\_\_

If over \$250, did the Board of Directors approve:    Yes ☐    No ☐ \_\_\_\_\_

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To be completed by Treasurer:

Date Received: \_\_\_\_\_

Date Check issued: \_\_\_\_\_ Check #: \_\_\_\_\_

**\*\* ATTACH RECEIPTS(s)\*\***