

**UUFSD Policy and Procedure Document****Policy ID: 141****Title: Reimbursements and Check Requests**

Date Approved: November 21, 2010 by the Board of Directors

Reviewed and Updated: December 20, 2016 by the Board of Directors

**Purpose**

To give the UUFSD staff and congregation guidelines for check requests and reimbursements for expenses paid on behalf of UUFSD, which will help ensure accurate recording of expenses in the accounting system.

**Policy**

To obtain reimbursement for an UUFSD related expenditure, an expense form (available in the office) must be completed and signed by the appropriate Committee Chair, Program leader, or staff member, and accompanied by supporting documentation, usually a receipt. Advance checks should be requested at least 10 days before they are needed. Reimbursement checks should be requested within 90 days of incurring the expense.

**Procedure**

The person submitting the request is responsible for getting the appropriate authorizing signature. The authorizing individual is responsible for entering the appropriate account number for the expense (see list of account numbers in the office). When an expense is charged to more than one account, the request must indicate each account and amount. Attach the bill or receipt to the expense form. Place form in Congregational Administrator's "In" box.