

Expense Reimbursement Policy

November, 2017

The purpose of the Lodge Expense Reimbursement Policy is to provide a formalized, but easy-to-use method of reimbursing Arrowmen for approved expenses made on behalf of their Chapter or the Lodge. It is the policy of the Lodge that any expenses incurred by an Arrowman for a Chapter activity must be approved by two officers of the Chapter or Lodge, one youth officer and one adult adviser.

A request for reimbursement of expenses incurred on behalf of a Chapter or the Lodge should be made on the **KIT-KE-HAK-O-KUT LODGE EXPENSE REIMBURSEMENT FORM**, and must include either original itemized receipts, or photocopies or pictures of such receipts. Emailed receipts for online purchases are acceptable documentation. Reimbursement cannot be made from credit/debit card statements which show only the vendor paid and an amount charged, or from copies of checks showing only the vendor paid and amount of the check. Expenses may not be reimbursed if submitted more than 60 days from the purchase date.

All expenses should be approved prior to the purchase. Expenses related to a Chapter event or activity should be approved by the Chapter Chief or Chapter Vice-Chief and the Chapter Adviser or Lodge Adviser. Expenses related to a Lodge event or activity should be approved by either the Vice Chief of Finance or the Lodge Chief and either the Lodge Adviser or the Associate Lodge Adviser – Finance.

All approved forms and receipts must be submitted to the Associate Lodge Adviser – Finance for processing and payment by the Mid-America Council.

Given the large area served by the Lodge, it may be difficult to timely obtain the two required physical signatures. Recognizing this, an email message specifically authorizing the particular expense from an appropriate Chapter or Lodge officer/adviser shall be considered equivalent to a physical signature. A copy of such email submitted along with other required documentation shall be sufficient to indicate an authorizing approval.

No officer or adviser of the Lodge shall be authorized to approve expenses he/she has incurred on behalf of his/her Chapter or the Lodge.

Expenses exceeding the budgeted amount must be approved by the Lodge Executive Committee.

Revision Record:

Created: Associate Lodge Adviser – Finance
Approved: Lodge Executive Committee

November 5, 2017
January 9, 2018
