

2nd Florida Volunteers Living History, Inc.

Instructions for Using and Completing Expense Reimbursement Form

The 2nd Florida Living History, Inc., is a non-profit Corporation. As such, it's activities and financial dealings are open to public scrutiny. The reimbursement of expenses spent on behalf of the corporation by an individual must be closely managed. The following rules govern the reimbursement of expenses spent on behalf of the Corporation by an individual.

1. All expenses submitted for reimbursement by the Corporation must be reasonable and for a legitimate business purpose.
2. To be considered for reimbursement by the Corporation, the Expense Reimbursement Form must be completed and all receipts attached. No expense will be reimbursed without a receipt.
3. Expenses eligible to be reimbursed must be approved by the Board of Directors in advance of the expenditure. Expenses not approved prior to the expenditure must be submitted to the Board of Directors for consideration of approval no less than 2 weeks prior to the next meeting of the Board of Directors.
4. Any expense reimbursements paid to individuals who are not members of the Corporation, or paid for goods or services to a business, must be approved by the Board of Directors in advance of the expenditure and cannot be for an amount greater than the amount approved by the Board of Directors.
5. Reimbursed expenses cannot also be deducted from an individual's income taxes as a charitable contribution. Expenses that are not reimbursed may, in certain circumstances, be considered a charitable contribution and could be used as a tax deduction in the tax year in which the expenditure was made.

Procedures for Expense Reimbursement.

1. Obtain approved from the Board of Directors for the expenditure.
2. Retain receipts for the expenditure. Make copies of these receipts for your records.
3. Complete the Expense Reimbursement Form. Attach all original receipts to the Form.
4. Submit the Form and all original receipts to the Treasurer.
5. The Treasurer will review the Form and receipts for prior approval, reasonableness, and validity.
 - a. If the Form is incomplete or if receipts are missing, the Form and receipts will be returned and must be completed and resubmitted to the Treasurer for approval.
 - b. If the expense was not approved by the Board of Directors, the Form and receipts will be returned and must be submitted to the Board of Directors for approval. If the Board of Directors does not approved the expenditure, the Form and receipts will be returned. If the Board of Directors does approve the expenditure, the Board of Directors will send the Form and receipts to the Treasurer.
6. If the Form is complete, all receipts are present, and the expenditure is approved by the Board of Directors, the Treasurer will write a check to reimburse the expenses and will file the Form and receipts with the financial records of the Corporation.



2nd Florida Volunteers Living History, Inc. Expense Reimbursement Form

To Reimburse Expenses Incurred On Behalf of the Organization

Attach All Receipts To This Form and Keep a Copy of This Form and All Receipts In Your Files for IRS Purposes.

Submit the Completed Form With Receipts Attached For Signature to:
Lee Monroe - Treasurer, 3454 Bellington Drive, Orlando, FL 32819

Member Name: _____ Member SSN: _____ Date: _____ Signature: _____

Description of Expenses and Purpose:

Date:	Detail Description of Expense:	Total:
TOTAL:		

Do Not Write in Space Below:

Treasurer's Signature	Received Date	<input type="checkbox"/> YES <input type="checkbox"/> NO Approval	Check Number	Check Date
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