

INSTRUCTIONS and FAQ's

For Lake Band Boosters - Expense Report / Check Request

Instructions:

Request Type:	Check Request / Reimbursement -- Use to request a check payable to yourself or a colleague, to reimburse for approved expenses incurred Invoice to be paid by Treasurer -- Use to submit an invoice/bill to the Treasurer for payment. Invoices for approved expenses will be paid by the Treasurer directly to the vendor, per instructions printed on the invoice. Receipt for Boosters debit card purchase -- Use to submit receipts for expenses paid for with a Booster debit card.
Date:	The date the Request is filled out.
Dollar Amount:	The total amount of the reimbursement, invoice(s), or debit receipts.
Event:	The event or fundraiser the expense pertains to.
Purpose & Description:	Specify the purpose with sufficient detail for the Treasurer to assign an appropriate accounting category. If multiple purposes are in the same report, list each Purpose with its split amount.
Make Payable-To, & Payment Instructions:	For invoices or reimbursements, specify to whom the payment should be made, and any special payment instructions (such as "mail to address"). For Booster Debit receipts, specify the vendor's name from the receipt.
Requestor's Name:	Print your name legibly.
Requestor's Signature:	Sign your name. Note: For electronic reports, type your email address instead. Save this form and email it from this email address to treasurer@lakebandboosters.org

Expense Report Guidelines & Policies:

- **All expenses require receipts or invoices**
 - Provide original receipts whenever possible. If original is unavailable or when sending electronically, submit a clear copy showing all details.
 - Bank statements and shipping confirmations generally do not qualify as receipts.
 - If the requestor has lost or failed to obtain a receipt, reimbursement might be made at the discretion of the Treasurer or Board. Requestor should provide a reason why the receipt is missing, and as many transaction details as possible with some supporting evidence..
- **All expenses are subject to Board approval**
 - Per Booster policies, all expenses should stay within the budgets approved for the purpose, or obtain prior Board approval for exceptional purchases.
 - Even within budget, purchases of high cost or of dubious value are subject to scrutiny by the Treasurer and Board, and may be rejected without explicit prior approval.
 - If an expense paid with a Booster Debit card is rejected by the Board, the purchaser will be held personally liable to reimburse the Boosters for the amount.
- **Deadlines for Submission**
 - Invoices -- Submit invoices to the Treasurer within 10 days of receiving it, and absolutely no less than 10 days prior to its due date. Requestor may be asked to provide proof that goods/services were received as described and at a fair market price. Pre-payment prior to delivery may be made only at the discretion of the Treasurer and Board.
 - Booster Debit receipts -- Within 24 hours of a debit purchase, provide purchase details to the Treasurer by email/text. Submit the form and receipts to the Treasurer within 15 days, or sooner if feasible.
 - Reimbursements -- Submit the form and receipts to the Treasurer within 30 days of the purchase date. Older receipts may be rejected at the Treasurer's discretion.
 - In general -- Do not sit on expenses or invoices. If you can't get it to a Treasurer promptly, call us and we'll come to you.
- **Electronic Submittal Requirements**
 - For everyone's convenience, we generally accept electronic submission of Expense Reports and receipts for most expenditures. However, at our discretion we may require original receipts and handwritten signatures. As such, the requester should retain original receipts until the expense is fulfilled or confirmed by the Treasurer.
 - Provide the Requestor's email address in the Signature box of the Expense Report.
 - Attach a full, legible, untampered copy of original receipt(s). Files must be in PDF or image (jpg/png/tif) format. Word, Excel, and other editable document formats are not acceptable (consider using "print to PDF").
 - Send an email to "treasurer@lakebandboosters.org", including the Expense Report and receipts as file attachments. It is helpful to provide a meaningful subject and brief descriptive body.

FAQ's:

- **When should I split or combine reports?**
 - Do not combine different Request Types, use a separate report for each type.
 - For invoices or reimbursements, do not combine different Payable-To's, use a separate report for each payee.
 - If you have multiple receipts for 1 event to reimburse 1 person, you may combine them into 1 report. (Eg: receipts from Marcs and Amazon for items bought for the Banquet).
 - If you have only 1 receipt for purchase of items used for 2-3 different events, you may combine them into 1 report. Provide split subtotals in the Event and Purpose boxes.
 - Generally, if you're trying to make 1 report and find it difficult to subtotal multiple Events or Purposes, consider splitting it into multiple reports instead, one per event.
 - When in doubt, ask the Treasurer.
- **What's the fastest way to get reimbursed?**
 - If urgent, contact the Treasurer with details, let them know it's urgent, and arrange to meet them. Bring the signed form and receipts to exchange for a check. You could get a check within hours if you ask nicely and if Treasurer has availability.
 - Normally, depending on delivery method and other factors, the Treasurer will send reimbursement within 14 days after receiving the completed form and receipts.
- **Why can't you just give me the Debit card?**
 - Only the Treasurer is authorized to spend Booster money, in conjunction with Board approval. In some circumstances, at our sole discretion, we may occasionally lend the debit card for specific, limited, approved purchases only.
 - In general, debit card purchases flip responsibilities backwards because Booster money is spent before a receipt is obtained. This puts Boosters at risk to seek the receipt from the purchaser, or even reimbursement from the purchaser if the expense is rejected. All of this can lead to bad situations that we strive to prevent.
- **Why did you ask for a paper receipt or signature?**
 - The Treasurer is responsible to ensure our financial recordkeeping complies with various organizational, legal, tax, and other requirements. We also strive to operate in a transparent manner that prevents scrutiny and even the appearance of wrongdoing. The Treasurer may require original receipts and handwritten signatures to ensure we meet those requirements, or to eliminate any doubt.
 - Expense Reports that include any of the following characteristics are more likely to bring increased scrutiny and require more formal documentation:
 - high dollar amounts
 - items exceeding budget or non-budgeted
 - missing, unclear, or non-itemized receipts
 - payments without a vendor invoice, or from new or lesser-known vendors
 - receipts/invoices appearing to be homemade or altered
 - expenses for unusual or questionable purpose or value
 - Expense Reports with the following characteristics are likely to be acceptable via electronic submission without formal signatures or paper receipts:
 - Expense reports where hand-signed paper was scanned/photo'd after signing
 - Medium-low dollar amounts, within budget or pre-approved
 - Clear itemized receipts/invoices from well-known vendors for common purposes
- **What if I receive a refund or rebate after getting reimbursed?**
 - Provide cash or a check payable to Lake Band Boosters to the Treasurer for the refunded amount, with a note describing the item and reason. The Treasurer will deposit this and account it as a reduction/offset of the prior expense in our financial records.
- **Any other questions?**
 - Send an email to "treasurer@lakebandboosters.org"