

Expense Reimbursement Form

Instructions: Use this form to request reimbursement for an item purchased by individuals on behalf of the league. All receipts (originals or copies) must be attached to this form. The completed form should be mailed to PO Box 2650, or given to the treasurer.

Requested Date:		Check payable to:	
Do you want the check to be mailed to you?	Yes / No	Mailing Address:	

	Date of Expense	Description	Budget Category / Sub-Category	Amount
1				
2				
3				
4				
5				
TOTAL AMOUNT REQUESTED:				

The undersigned under the penalty of perjury state: That this claim is true and correct; that no part thereof has been heretofore paid; and that the amounts therein are justly due.

Signature: _____ **Approved:** _____

TREASURER / REIMBURSEMENT

League Check #:		Processed by:	
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Date Mailed:		Approval, if expense over \$500:	
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EXPENSE POLICY

The Live Oak Little League (LOLL) expense policy is designed to recognize the fact that board members serving this organization are volunteers who receive no direct compensation for their efforts. Therefore, it is the intent of LOLL to reimburse those expenses that Board Members incur while serving in an official capacity on behalf of LOLL. The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

Reimbursement Procedures

- A. All claims for reimbursement shall be submitted on standard LOLL Expense Reimbursement Form.
- B. Original or copy of receipts are required as documentation of all claimed expenses in order for them to be reimbursed.
- C. Signature of an Executive Board Member on the LOLL Expense Reimbursement Form will constitute authorization for the Treasurer to issue a check for said amount.
- D. It is the responsibility of the President, in consultation with the Treasurer, to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed. Claiming an expense does not guarantee reimbursement. **NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF ALL IN EXCESS OF \$500.00 WITHOUT PRIOR APPROVAL OF THE PRESIDENT.**
- E. Board Members may be reimbursed for supplies, postage, equipment, hosted functions, and other miscellaneous charges necessary for the completion of official business.