



District 83 Reimbursement Policy

2024-2025

District 83 will make reimbursements for the following events. All reimbursements are based on actual expenses and capped at the indicated limits.

Club Open House:

- Purpose: to increase membership.
- Limited to one per year.
- Reimbursement capped at \$ 50, please submit legible receipts. No credit card receipts will be accepted.
- An article with photos must be submitted for the District 83 newsletter.

Club Anniversaries:

- Limited to one per year.
- Reimbursement capped at \$ 50, please submit legible receipts. No credit card receipts will be accepted.
- An article with photos must be submitted for the District 83 newsletter.

Please read and follow the instructions below:

- Fill out the top portion of the *Reimbursement Voucher* as well as the expense section legibly. The *Approval* section will be filled out by the district director.
Reimbursement Voucher link: [District 83 voucher-for-reimbursement-ffe-ps.pdf](#)
- Attach or scan your receipts. Please ensure that store name and amount can be easily read. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding line number from the voucher on the receipt.
 - Credit card receipts don't meet the requirements for reimbursement.
 - Online receipts need to show confirmation number or need to be accompanied by a credit card receipt.
- Email your voucher with the receipt(s), your article and photo(s) to District83.PRM@gmail.com.
- The Public Relations Manager will forward the voucher with the receipt(s) to the district director for approval.
- After approval the district director will forward both, the voucher and the receipts, to the Finance Manager for payment.
- The article and photos will be used for the District 83 newsletter *The Voice*.
- Receipts submitted more than 60 days from the date of the expense may be considered ineligible for reimbursement.
- **Reminder: Expenses that occurred in June must be submitted by June 30.**