



# JUNIOR LEAGUE OF MARTIN COUNTY

REQUEST FOR PAYMENT & REIMBURSEMENT FORM 2023-2024

Expenditure Date: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Member Submitting Request: \_\_\_\_\_ Committee: \_\_\_\_\_

Purpose/ Explanation of Expenditure: \_\_\_\_\_

Payable to: \_\_\_\_\_

Select One:  Mail Check Directly  Call Purchaser for Pickup

Mailing Address (if selected above): \_\_\_\_\_

\_\_\_\_\_

### ITEMIZED PURCHASES\*

DESCRIPTION	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

\*Please staple/ attach all receipts to this form. **All requests must have a receipt or invoice.**

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair's Signature

\_\_\_\_\_  
Date

Forms should be sent to the Treasurer (Keri Gustafson) via email to [Treasurer@jlmcfloida.org](mailto:Treasurer@jlmcfloida.org).

**Forms sent via text, FB messenger or personal email will not be accepted.**

Reimbursements will be sent out twice a month- on the 15<sup>th</sup> and 30<sup>th</sup> of every month. Please submit by the 10<sup>th</sup> to have your check cut & mailed on the 15<sup>th</sup>, and the 25<sup>th</sup> to be mailed out by the 30<sup>th</sup>. For large purchases or if reimbursement is needed sooner, please contact the Treasurer at least 2 weeks in advance to arrange the use of the JLMC debit card or quick reimbursement.

# REQUEST FOR REIMBURSEMENT PROCEDURES

## GENERAL INFORMATION

- **Submittal:** Forms will only be accepted via email. If you need to mail it in, please reach out to the Treasurer. Scanned forms and receipts are to be emailed to the [Treasurer@jlmcfloida.org](mailto:Treasurer@jlmcfloida.org). **Forms sent via text, Facebook Messenger or personal email will not be accepted.**
- **Reimbursements:** Reimbursements will be sent out twice a month- on the 15<sup>th</sup> and 30<sup>th</sup> of every month. Please submit by the 10<sup>th</sup> to have your check cut & mailed on the 15<sup>th</sup>, and the 25<sup>th</sup> to be mailed out by the 30<sup>th</sup>. For large purchases or if reimbursement is needed sooner, please contact the Treasurer at least 2 weeks in advance to arrange the use of the JLMC debit card or quick reimbursement.
- **Fiscal Year Deadline:** All reimbursement requests must be submitted within 60 days of the incurrence of the expense or on May 30<sup>th</sup> of the fiscal year during which the expense was incurred, whichever date is sooner. No requests submitted after May 30<sup>th</sup> will be eligible for reimbursement. The Request for Payment / Reimbursement Form must be filled out completely and signed by the member seeking reimbursement and the committee chair. Committee Chairs seeking reimbursement will have the forms signed by the corresponding board liaison.
- **All submissions must include a receipt or invoice for every expense included on the form.**
- **The Treasurer shall not submit a payment/reimbursement if this form is not completed in strict accordance with the policy and time frame stated above.**

## TRAVEL REIMBURSEMENT

- **Transportation:** Only the actual cost of transportation necessary to arrive and depart will be reimbursed. Airplane fares, taxi fares, shuttle fares, etc. will be reimbursed at the actual cost. All transportation costs must be the most economical possible.
- **Car Rental:** Car rental is only to be used when shown economically more feasible than the use of shuttle/taxis. Travel by rental car will not be reimbursed unless approved by the board.
- **Airfare:** Should Members require airline travel, ticketing should be acquired through the most economical method, (i.e., coach class, Saturday stay, etc.). Specified budget amount for that conference should be used as a guideline. One Member from each group of conference attendees may request a check; either in advance for the exact ticket amount, or after the charge shows up on the credit card bill.
- **Mileage, Tolls & Parking Personal Vehicle To/From Destination:** For travel within Florida, in most cases, transport by personal vehicle will be the most efficient means of travel. Actual mileage must be logged and will be reimbursed in accordance with prevailing IRS mileage reimbursement policies (**currently 62.5 cents per mile**). Tolls and parking expenses will be reimbursed when original receipts are presented. When more than one person is traveling to the same conference, car-pooling is encouraged.

- **Lodging:** Lodging will be reimbursed at the actual cost not to exceed the lowest rate at which such lodging is offered and available. Special Junior League hotel room rates are usually offered for most conferences. These are usually the most economical, both in travel time and cost savings. Lodging will be approved for the night prior to the conference if travel would need to begin prior to 6 a.m. for the first day of the conference. Members are expected to stay two to a room to minimize expenses. Lodging expenses include room and applicable taxes.
- **Meals:** Meals at conferences and seminars, excluding alcohol, will be reimbursed at the actual cost plus 15% gratuity, **not to exceed \$55 per day**. The League will not pay for meal expenses incurred by a member if they were provided for by the conference or in the registration fee (i.e., continental breakfast, lunch, etc.)

The League will reimburse a traveler on a per diem allowance for meals as follows. If the meal is offered by the conference, it will not be included in the per diem reimbursement:

- Breakfast: \$10
- Lunch: \$20
- Dinner: \$25

#### **REIMBURSEMENT FOR EXPENSES FOR CONFERENCES/ ODI'S**

Upon returning from a conference, a Request for Payment/Reimbursement Form should be submitted to the Treasurer within ten days (including original receipts), for reimbursement. All expenses, however, must be submitted by the May 30<sup>th</sup> fiscal year deadline in order to be eligible for reimbursement.