



REQUEST FOR REIMBURSEMENT

REQUESTOR NAME: _____

EVENT TITLE: _____

DATE(S): _____

ATTACH **ORIGINAL** RECEIPTS (ITEMIZE HERE): [Note: originals retained by I-ACT]

{ Attach additional forms if needed. Please review attached Guidelines for Reimbursement. }

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>TOTAL</u>	<u>REQUESTED</u>	<u>FOR REIMBURSEMENT</u>	

BOARD APPROVAL REQUIRED IF >\$100

REQUEST: APPROVED / DENIED (circle one) - I-ACT PRESIDENT (initial) _____

TOTAL REIMB: _____ DATE: _____ CK # _____ I-ACT TREAS (initial): _____

COMMENTS:

I-ACT GUIDELINES FOR REIMBURSEMENTS

- 1) Reimbursements to be made on a “per Event” basis (ie not per individual request, item or receipt) – so all receipts for a particular Event {such as a Festival} should be submitted at the same time unless prior approval for reimbursement of a portion of the expenses is requested in advance.
- 2) Reimbursements to be made only from a completed Reimbursement Request Form accompanied by original receipts or invoices.
- 3) All original receipts and invoices will be retained by I-ACT.
- 4) I-ACT president may approve a valid Reimbursement Request (with original receipts) without Board approval if the total is less than or equal to \$100.
- 5) Reimbursement requests for more than \$100 must have Board approval prior to incurring the expense.
 - a) Board members must approve or disapprove in writing – acceptable written response can be
 - i) Initials on Reimbursement Request Form
 - ii) Email reply attached to Reimbursement Request Form
 - b) The By Laws state that approval requires a majority vote of the I-ACT Executive Board (current offices, immediate past president, and publicity chair).
- 6) In the case of prior approval, the Board can approve a “not to exceed” amount that is appropriate for the purpose of the request. (receipts are still required for actual reimbursement)
- 7) I-ACT does not issue Advances at this time.