



Cash Advancement Form

To: MTMCF Ethnic Committee Chairs
From: Rotary Electric MTMCF Committee
Date:
Purpose: Cash Advancement Request Form

Participating cultures may request funds in advance to off-set actual costs for food and presentation materials. The Rotary Electric Club will reimburse volunteer performers for mileage, but these costs should be identified in advance. If contracting with a group to do a paid performance those costs, and the contract will be handled directly between the Rotary Electric Club and the Paid Performer. No paid performers should be booked without a contract approved and signed between the paid performers and Rotary Electric Club of Great Falls. *See page 3 for more detail.*

Rotary Electric is willing to provide funds in advance, but the committee chair must complete the **Cash Advancement Request Form** on *page 2* and provide itemized receipts.

If the funds are not all accounted for through itemized receipts, the participant is responsible to provide back the unaccounted-for funds.

*For example, if a participant takes a \$1,500 advancement, but can only account for \$1,200 in costs through actual receipts they must return the unaccounted for \$300 in funds **prior to the event.***

Cash Advancement Request Form

Culture Requesting Funds: _____

Representative Name: _____

How will these advancement funds be used? Please specify estimated costs:

Food Costs: _____

Presentation Materials/Costs: _____

Other (please specify): _____

***Cash advancement requests will be approved by the Steering Committee.**

By signing here the committee chair agree they will provide itemized receipts and they will personally return any funds that are not accounted for via itemized receipts.

Participant Signature

Date

Reimbursement Guidelines

Mileage for Volunteer Performers:

Mileage will be reimbursed at **62.5 cents per mile** for volunteer performers only and only for volunteer performers that are driving to Great Falls, Montana from out of town. Volunteer performers are asked to carpool when possible. The performer's names must be listed, and they must provide a receipt directly to Rotary Electric Club of Great Falls.

List each performer that is driving to Great Falls, Montana. Rotary Electric will provide mileage for one (1) round trip.

From: _____
To: _____
Return: _____
Date: _____
Total Miles * .625 = _____

If hotel rooms are needed for one (1) night advanced pre-approval by the Rotary Electric.

Participants are expected to invoice / expense travel charges directly to Rotary Electric Club. Costs must be declared and approved prior to occurring. Hotel expenses must be approved in advance and itemized hotel receipts need to be provided for reimbursement. Any cash advancements for these costs must be pre-approved by Rotary Electric and submitted using the **Cash Advancement Request Form** on page 2.

Food Cost Advancements:

All food costs must include an itemized invoice from the provider or store. If food preparation and storage costs were incurred, an invoice is required from the service provider. Shipping and transport costs may be incurred with an itemized receipt provided. Cash advancements can be used under the category of Food Costs.

Presentation Materials:

Rotary Electric will pay for presentation materials and provide cash advancements. Presentation materials can include posters, flyers, signage, flags, or other Ethnic related materials such as maps and visual displays. Rotary Electric will assume ownership of any presentation materials paid and these items may be reused in subsequent years by the committees. Receipts for all presentation materials must be provided.

Paid Performers:

If Rotary Electric is paying for a performer or group of performers to participate in the event, a separate contract is required. This contract should include all costs including travel and Rotary Electric Club of Great Falls will approve the costs and contract in advance. Committee chairs are not authorized to approve these contracts.

Rotary Electric, upon an agreed and signed contract, will pay performers directly in accordance with the contract terms of payment.

If a group needs assistance with a contract, Rotary Electric will provide a simple documentation that will specify terms, conditions, and what services will be provided.

****Cash advancements are not authorized to be used for paid performers.***