

DISTRICT REIMBURSEMENT POLICY
LAST UPDATED: 10/20/2022, Colorado District Board

In order for an individual or company to be reimbursed for services rendered and/or equipment bought or rented, a receipt or invoice must be turned into the District Secretary via the stated form and procedures used at the time.

Receipts and invoices must be turned into the District Secretary no later than 30 days after the event or purchase, in order to be reimbursed.

Extenuating circumstances for being late must be brought to the District Secretary as they arise. A determination of their merit will be considered and adjusted, if required and agreed to.

The 30 day time frame limit is so the District Secretary can reconcile and balance the books and/or the event, in a timely manner.