

1. Policy

This policy provides guidance to anyone with expense budgets regarding expectations for expense reimbursements. This Policy must be followed for all expense requests.

2. Timing of Reimbursement Requests

To ensure accurate financial reporting, all requests must adhere to the following timelines:

- A. Standard Submission: requests should be submitted within 30 days of the expense.
- B. Project Bundling: if submitting a single request for an entire project, the request must be submitted within 30 days of the final project expense.
- C. Budget Year Alignment: all expenses must be submitted in time to be processed within the same budget year the purchase was made. Expenses do not carry over into the next fiscal year.
- D. Year-End Expenses: expenses incurred late in the year must be submitted immediately to ensure they are recorded before the next year's budget is finalized.
- E. Pre-Budget Expenses: expenses incurred before a project's annual budget submission must be turned in no later than the date that budget is due.

3. Approval Signatures

- A. All Funds Request/Expense Reimbursement forms require two (2) approval signatures to be processed.
- B. Typically, the signers are the project chair and co-chair.
- C. Alternative signatories – if there is no co-chair, or if the reimbursement is being paid to the chair or co-chair, the second signature must be provided by one of the following: board liaison, president, vice president, or past president.
- D. Acceptable signature formats include "wet" (ink) signatures, scanned signatures, or an email explicitly stating approval of the specific request details.

4. Sales Tax Exemption

- A. As a 501(c)(3) tax-exempt organization, SEWMG does not reimburse sales tax.
- B. Members are responsible for using the SEWMG tax exemption card at the time of purchase. If you require a tax exemption card, contact your board liaison before making a purchase.

5. Receipt Requirements

- A. No expense will be reimbursed without a valid original receipt. Original receipts are required and the receipt must clearly display:
 - retailer name
 - date of purchase
 - itemized description of products/services
 - price per item (excluding tax, see 4 above)

B. Formats and Standards

- 1) If submitting via email, a high-quality scan or photo is accepted as an original. You must keep the physical receipt until payment is confirmed.
- 2) A saved PDF or printed digital receipt is considered an original.
- 3) Handwritten receipts are only accepted from market or farm vendors.
- 4) Receipts should only contain reimbursable SEWMG items. Do not mix personal purchases with SEWMG purchases on the same receipt.

6. Submitting the Request

The complete, signed Funds Request/Expense Reimbursement form can be mailed or emailed according to the instructions on the form.

7. Treasurer Approval

- A. Once received, treasurer reviews for requirements of policy, and signers are verified on the current board and committee lists.
- B. Treasurer submits to AM Accounting, and the requestor is notified of submission via email (can be cc'd on the email to AM Accounting).
- C. AM Accounting cuts a check and enters into their approval system, Tax Dome.
- D. Treasurer, or back up, approve in Tax Dome before check is sent.
- E. AM Accounting issues check.

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