

SouthEast Wisconsin Master Gardener Association  
**Funds Request/Expense Reimbursement Policy**

Keeping close track of expenses is critical to good financial function for SEWMG. For that reason, it is important to provide clear guidance regarding expectations for those funds to all who have expense budgets.

Please adhere to the following guidelines:

- Expense reimbursement requests are to be submitted to the treasurer within 30 days of the expense. All expenses, however, must be submitted soon enough to be reimbursed in the same budget year as when the purchases were made. Expenses do not carry over into the next budget year.
- The Funds Request form must be co-signed by a project co-chair or in special circumstances where there is no co-chair, a board member must sign if the reimbursement is being paid to the MGV submitting the request.
- Sales tax is not reimbursed as SEWMG is tax exempt. If you need a tax exemption card, please request one from your board liaison.
- Original receipts are required. A receipt contains the name of the retailer, date of purchase, description of the item(s) purchased, and the price. For online purchases, a printed receipt is considered the original. Handwritten receipts are discouraged and will be accepted only from market or farm vendors. Receipts should contain only reimbursable items and not include personal items because personal items are not tax exempt. No expense will be reimbursed if an original receipt is not submitted.
- Expenses incurred prior to submission of a project's annual budget must be submitted no later than the date the budget is due.
- Expenses incurred after budget submission should be submitted as soon as possible so they can be considered before the next year's budget is presented for approval. It is anticipated for most projects, there will be very little expense late in the year.