



SouthEast Wisconsin Master Gardeners Funds Request/Expense Reimbursement Policy

This policy provides guidance to anyone with expense budgets regarding expectations for expense reimbursements.

The following guidelines must be followed for all expense requests:

1. Timing of Expense Reimbursement Request

- a. In general, reimbursement requests should be submitted within 30 days of the expense.
- b. Requests may be delayed when submitting a single request for all expenses for a project. In this case, the request should be submitted within 30 days of the final expense.
- c. All expenses must be submitted with time to be reimbursed in the same budget year as when the purchases were made. Expenses do not carry over into the next budget year.
- d. Expenses incurred prior to submission of a project's annual budget must be submitted no later than the date the budget is due.
- e. 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. Most projects have very little expense late in the year.

2. Approval Signatures

- a. The Funds Request/Expense Reimbursement form must have two approval signatures.
- b. Typically, the signers are the project chair and project co-chair.
- c. In cases where there is no project co-chair, or the reimbursement will be paid to the project chair or co-chair, then the board liaison, president, vice-president or past president must co-sign.
- d. Signatures can be wet signature, scanned, electronic signature, or an email stating the approval (noting request details) may be submitted in lieu of signature on the form.

3. Sales Tax Exemption

- a. Sales tax is not reimbursed as SEWMG is tax exempt. If you need a tax exemption card, please request one from your board liaison.

4. Receipt Requirements

- a. Original receipts are required. If submitting by email, scans or photos of the original receipts constitutes an original receipt. Submitters must maintain original receipts until the request is accepted by the accountant and payment is received.
- b. No expense will be reimbursed if an original receipt is not submitted.
- c. A receipt must contain retailer name, purchase date, description of the item(s) purchased, and the price. Reminder, sales tax is not reimbursable.
- d. For online purchases, a saved file or printed receipt is considered the original.
- e. Handwritten receipts are only accepted from market or farm vendors.
- f. Receipts should contain only reimbursable items and not include personal items because personal items are not tax exempt.

5. Submitting the Request

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