



## Ocean Wave Quilters

### Policy: Requesting Expense Reimbursement

As a 501(c)3 California Corporation, Ocean Wave Quilters must maintain a set of books that will stand up to audit at any moment.

Members are encouraged to request reimbursement for club expenses. This helps us to know what the actual cost of doing business is and to facilitate compiling the budget for the following year. (Even if not seeking reimbursement, members are encouraged to complete a reimbursement form, noting that the expense is a donation to the club.)

Reimbursement requests are to be made **in writing** on the Expense Reimbursement form available on the Ocean Wave Quilters website ([oceanwavequilters.com](http://oceanwavequilters.com)). A receipt must be attached to the form.

Requests to pay speakers follow this same procedure. A copy of the speaker contract serves as the receipt to be attached to the form.

If the expense is related to a particular committee (Service, Special Events, Hospitality, Education, Communications), the expense reimbursement form must be signed by the specific committee chair. This is because the committee chairs are responsible for their budgets; they need to know what is being spent.