**Lone Star Mensa**

**Request for Reimbursement**

Please enter dates, forms of backup (receipt, statement, etc.), amounts of reimbursement requested, total amount requested and:

 Date Backup Amount

 1. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

 4. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Total amount requested $\_\_\_\_\_\_\_\_\_\_\_

- provide explanation below for each line

- attach receipts or other backup
- give to the treasurer, Douglas Yee, or scan

 and email to cmvc95@yahoo.com or mail to

Douglas Yee

5906 Blanco River Pass

Austin, TX 78749-2860

If you have questions ask Douglas:

- in person or

- via above email or

- via above mail or

- via phone 512-288-9172

🞎 Pay when received or 🞎 Hold on account and pay when account balances reaches $\_\_\_\_\_\_\_\_

Explanation: purpose, authorization, etc. for each line.

1.

Attach small receipts here

 Attach large receipts behind this page

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Requester signature (or “by email”) Print name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 StandComm signature (“or by email”) Print name Date

 Board approval date (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement Details

LSM Operating Standards

as of 2014 April 1

1. Except for RG expenses, requests for reimbursements are due to the LSM Treasurer, via request form, by the end of the month following the month the expense in which it occurred.

2. Requests for reimbursement of RG expenses for each RG are due to the LSM Treasurer via request form prior to 25 days after the end of the RG.

3. All requests for reimbursement are due to the LSM Treasurer by March 15 in order to be paid out of current year funds.

4. All requests for reimbursement over $25 must be accompanied by receipt.

5. Request forms and receipts may be sent to the LSM Treasurer via email, snail mail, or personal delivery.

6 The LSM Treasurer may approve and pay ordinary LSM member reimbursement requests up to $100 per individual per month.

7. The LSM Treasurer may pay ordinary reimbursement requests over $100 per member per month with approval of the members of the Board via email and Board confirmation at the next regularly monthly Board meeting.

8. The LSM Treasurer may approve and pay LSM program expenses according to Operating Standards governing those programs.

9. Reimbursements for program expenses received after end of fiscal year are charged to the following year program accounts.

10. Checks outstanding for over 90 days will be considered void and committed funds will be returned to the treasury. Amount of the check will be considered a liability for up to one year from the date of the check.

11. The LSM Board may approve exceptions to reimbursement rules established in Operating Standards only for extenuating circumstances.

12. Newsletter program. The LSM Treasurer may approve and make direct payments for prepaid postage and printing of the newsletter.