

Lone Star Mensa Request for Reimbursement

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

- provide explanation below for each line
- attach receipts or other backup
- give to the treasurer, Dovi rcu"l gg, or scan and email to eo xe; 7B {cj qq@eqo or mail: Dovi rcu"l gg 7; 28'Drcpeq'Tkxgt'Rcuu Austin, TX 7874; /4: 82

If you have questions ask F qwi rru:

- in person or
- via above email or
- via above mail or
- via phone 512-291-0315

	Date	Backup	Amount
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
Total amount requested			\$ _____

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
Actions Still in Effect (ASIEs)
2006 October 4

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 December 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 fax (with prior treasurer notification), 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 ExComm via email and ExComm confirmation at the next regularly monthly ExComm meeting.
8. The LSM Treasurer may approve and pay LSM program expenses according to ASIEs governing those programs.
9. Reimbursements for program expenses received after due dates 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. The amount of the check will be reflected as a liability for up to one year from the date of the check.
11. The LSM ExComm may approve exceptions to reimbursement rules established in ASIEs only for extenuating circumstances.
12. Newsletter program. The LSM Treasurer may approve and make direct payments for prepaid postage and printing of the newsletter.