

*PTA Reimbursement*

Reimbursement Procedure	<p>The General Membership of the Harry Stone Montessori PTA (HSPTA) must authorize the expenditure of all funds. Approving the budget and subsequent amendments fulfills this obligation. HSPTA uses a general voucher system for expenditures. A PTA voucher is provided below. Checks are written for the purposes authorized by the voucher.</p>
Regulations	<ol style="list-style-type: none"><li>1. Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be reimbursed by HSPTA. This policy applies to all HSPTA members, volunteers and board members.</li><li>2. A printed voucher and original receipts must be remitted to the HSPTA Treasurer no more than 45 days from the date when payment was made.</li><li>3. A reimbursement check will be written, signed and delivered within one week after the appropriate requirements have been received by the HSPTA Treasurer.</li><li>4. An expense claim may be delayed or rejected (and returned to the claimant) for any of the following reasons:<ul style="list-style-type: none"><li>➤ The purpose of the expenditure is not clearly stated</li><li>➤ Cash advances are not entered</li><li>➤ Original receipts are not provided</li><li>➤ The voucher is submitted more than 45 days past the date of purchase</li></ul></li></ol>

