



ALL expenses must be approved by the Area Director and/or the Area Finance Coordinator **PRIOR** to expense.

1. If expenses were paid with personal funds, complete the [Reimbursement Request Form](#) and submit to the Area Finance Coordinator. A check will be issued to the payee listed on the form.
2. If you need funds before an event, complete the [Funds Request Form](#) and submit to the Area Finance Coordinator.
 - a. Team funds will be used first. If there aren't enough funds in your team account, your Area Finance Coordinator will alert you and ask you to submit a [Grant Request Form](#).
 - i. Grant requests will be voted on by the AMT based on eligibility and budget allowance.
 - ii. For a team to be eligible for Area financial support, they must have submitted an annual budget, shown effort at raising their own funds independently and participated in area wide fundraising events.
 - b. Once the Request Form is approved, the Area Finance Coordinator will issue a check to the payee listed on the form.
 - c. Immediately after funds are spent, complete the bottom half of the Funds Request Form and return to the Area Finance Coordinator with all receipts and any left-over funds.
 - i. If the amount received is greater than the total amount of receipts, return the remaining funds to the Area Finance Coordinator and they will be deposited back into the team account
 - ii. If the amount received is less than the total amount of receipts, the Area Finance Coordinator will issue a check to the payee listed on the form and deduct the amount from team funds

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- ✓ Scanned or copied receipts must be legible to be accepted.
 - ✓ No verbal requests for expenditures will be accepted without written documentation.
 - ✓ Requests and receipts should be submitted within 15 days of the conclusion of the event.
 - ✓ Attach copies of quotes, when applicable.
 - ✓ Send any direct bills directly to the Area Finance Coordinator. Do not include in the Funds Request Form.
 - ✓ Any expense that teams do incur will only cover registered delegates.
 - ✓ If any of the above requirements are not met, LPC's may not receive the requested reimbursement or be asked to reimburse the incurred expenses if funds were advanced.

