

LBHOA Policy 2010-1
28 January 2010 (*AMENDED*)

Legacy Bay
Reimbursement Request/Debit Clearance (RR/DC) Policy and Practices

1. Reimbursement requests or debit clearances shall be submitted within 30 days of the incurred expense.
2. All original receipts shall be submitted with the request.
3. Missing receipts shall require a written statement indicating the reason for the missing receipt.
4. Items purchased which will later be submitted for reimbursement, shall be on a separate receipt and not co-mingled with personal purchases.
5. Personally identified financial information such as credit card account and bank routing/account numbers shall be obscured by the submitter.
6. For ease of record keeping and to minimize lost receipts, receipts shall be scotch taped to a regular size (8 1/2 X 11 inch) piece of paper when submitted for reimbursement.
7. The submitter shall acquire the signature of the committee chairperson(s) authorizing the expenses for their committees.
8. Expenses for activities budgeted to a committee require only the signature of the committee chairperson.
9. Expenses for unbudgeted activities shall be forwarded to the HOA President after signature by the committee chairperson.
10. Expense Reports submitted by the HOA President shall require the approval of the association treasurer for payment.
11. Reimbursement for Personally Owned Vehicle mileage must be approved, in advance, by the association president. Mileage reimbursement shall be at the IRS "charitable-related" rate of 14¢ per mile.

RALPH DARNELL
LBHOA Treasurer

FRANK DOTO
LBHOA President