

Saints Peter and Paul School

EXPENSE REIMBURSEMENT GUIDELINES FOR THE HOME AND SCHOOL ASSOCIATION FUNDS

The following has been established to provide the School Business Manager, the members of the Home & School Association and other volunteers with guidelines regarding policies related to the Home & School Association reimbursement expenses incurred by volunteers. All Home & School events and the respective estimated costs are presented to the Principal by the Home & School Association before the school year commences. The events and budget are preapproved by the Principal.

I. Procedures

- A. Volunteers requesting to be reimbursed from Saints Peter and Paul School must complete in its entirety the Volunteer Reimbursement Form.
 - a. Members of the Home & School Association must complete in its entirety the Volunteer Reimbursement Form and follow the reimbursement guidelines outlined in Section B below. If estimated costs greatly exceed the approved budget, it is the responsibility of the Home & School Association to bring it to the attention of the Principal and the School Business Manager.
- B. Volunteers must submit via email the completed Volunteer Reimbursement Form along with the supporting receipts to both the School Business Manager and the Home & School Association **within 7 days post event**. Any expense may be disapproved by the Home & School Association and/or the School Business Manager if it is determined not to be compliant/in accordance with parameters established.
 - a. If a reimbursement exceeds \$1,000, approval by the Principal is also required. The School Business Manager will forward the request to the Principal
 - i. Members of the Home & School Association can request a form of payment in advance (i.e. cash, credit card) from the School Business Manager for any events that require payment upfront immediately concluding the event. This request is a discussion between the School Business Manager and members of the Home & School Association and a form is not required.
 - b. If a receipt is not included in the email, the reimbursement **will not be** processed by the School Business Manager
 - c. A request submitted past 7 days post event may result in the denial of reimbursement.
- C. The Home & School Association must confirm via email to the School Business Manager whether the requested reimbursement is approved.
- D. The School Business Manager will complete the Reimbursement Form by filling out the bottom three boxes. The School Business Manager will cut a check for amount requested and either send via email to Volunteer or distribute to the Volunteer's child at the school **within 7 days** from the submitted Reimbursement request.

- E. A reconciliation of all event reimbursements will be completed between the books of the School Business Manager and the books of the Home & School Association **no later than 10 days post event.**