

## **EAA Chapter 690 Financial Reimbursement Policy**

As the chapter moves forward and looks to more outside organizations for funding for our various programs, it is incumbent upon us to tighten our financial policy regarding reimbursement for chapter expenditures. With this in mind, the Board adopts the following policy:

For any expenditure for which a member of EAA Chapter 690 requires reimbursement, a report must be submitted to the treasurer accompanied by all receipts for those expenditures. If a receipt is missing the associated expenditure will not be reimbursed. EAA 690 will provide the report form in either electronic form (MS Excel) or printed form for your use. The electronic form will be available for download from the chapter website.

This policy will help us establish sound accounting practices so the chapter will be able to pass audit scrutiny when necessary. This policy will go into effect immediately.

Thank you for your support and cooperation

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