**Reimbursements**

Overview

The expense process is set up to provide assurance that each check we sign has been approved by two board members. Prior to submitting an expense check request, consideration should be given as to whether or not the expense was a part of the agreed upon budget for the school year.

For budgeted events, the event chairs should keep an eye on the event’s budgeted amount and the spending of the committee members. A detailed list of who will purchase what and when should be made ahead of time. The president should be notified when there are any discrepancies in the budget. The president can then decide whether to expand the budget, if that is necessary, depending on the event’s fundraising, surplus from other events, etc. A special meeting may need to be called to vote for amounts that are more than immaterial or when there is concern that the reserve for the following year is not going to be met.

Unbudgeted expenses should be raised as an issue before the board at a monthly meeting or a special meeting and are paid if there are no objections from board members. Unbudgeted expenses are common for events that were presented and planned after the budget was approved or when the budget category applies to more than one event and the amount budgeted is insufficient (ex. 6th grade recognition, teacher appreciation, assemblies, etc.). The president should be used as ex officio for unbudgeted expenses.

Once you have an expense that you need to be reimbursed for or you are a board member being asked to help process a reimbursement you have the following operating procedures and guidelines to guide you through the process.

Operating Procedures and Guidelines

To submit an expense for reimbursement you must first gather your paperwork. A receipt is required for reimbursement. The receipt can be digital, paper, a scan of a receipt, a detailed credit card statement, an email or any other reasonable method. If there is no proof of payment then we do not reimburse.

After your paperwork is gathered, please then submit to the PTO board through the jot forms provided on our website at springtrailpto.org, you can also contact us through email or in-person at one of our meetings. You can also mail the information to the school, attention PTO. Remember to include your address so we know where to mail the check.

The information will then be reviewed by our treasury and passed to the president or one of the vice presidents for approval to pay. The expense check can then be signed and mailed.