



Expense and Reimbursement Policy

Purpose: The Board of Directors of RVGS recognizes that Board officers, directors and volunteers may be asked to purchase equipment and supplies for the society and/or library with use of their own personal credit cards or cash.

Expense Report: Request for reimbursement, if a personal credit card or personal payment is made, must be accompanied by a receipt and a memo outlining:

- Date
- Description of purchase and for what purpose
- If it was approved and by whom
- Vendor name

Report with receipt is to be submitted to the treasurer who will in turn report to the Board said reimbursements.

Travel: No travel expenses (gas, air, hotel, car) will be reimbursed unless prior approval is received from the Board.