



REIMBURSEMENT POLICIES AND PROCEDURES

Pre-Approval Required for Expense Reimbursement

Any expenses incurred without pre-approval may not be reimbursable and could end up being the personal obligation of the spender. Approval must be secured in writing or email. Chairs may approve amounts that are under \$750 if the budgeted line item is not over budget. In addition, approval must be obtained from the Loyola Guild President for expenses which either exceed \$750 or the allotted budget amount.

a. Expenses Not to Exceed Approved Budget

The Loyola Guild Board will approve a budget for each event they sponsor. The budgets will be coordinated with the President, each event Chair(s) and Treasurer.

Request for Reimbursement

The designated Treasurer will review all requests for disbursement of monies (whether for contract payments, invoices, or pre-approved reimbursement requests) and make sure all appropriate approvals have been obtained. *All pre-approved reimbursement requests must be paid within 30 days or earlier, if requested by the purchaser.* All pre-approved reimbursement requests must be submitted to the appropriate Treasurer with a completed Loyola Guild reimbursement form (can be found on the Loyola Guild website) as well as a hard copy of all receipts. Reimbursements without proper receipts or forms may be rejected by the Treasurers and will cause a delay in processing reimbursements.

Loyola Guild Treasurers

The Loyola Guild has three Treasurers – Loyola Guild Treasurer, Christmas Tree Lane Treasurer, and Logo Treasurer. All Treasurers report up to the Loyola Guild Treasurer, and all Assistant Treasurers report up to their respective Treasurers. The Christmas Tree Lane Treasurer will provide oversight and reimbursement for Christmas Tree Lane expenses. The Logo Treasurer will provide oversight and reimbursement for Logo expenses.

Qualifying Expenses

Loyola Guild will reimburse all qualifying expenses with explicit pre-approval from the event Chairs, including:

- Hospitality Items for Loyola Guild events (food, drink, utensils, plates, napkins)
- CTL Materials (bear materials, ornament materials, wreaths, fashion show photos)
- Event Items (balloons, stationary, flowers, decorations)
- Cove Items (clothing, marketing items)
- Marketing Materials (flyers, banners, signs)

This list is by no means exhaustive.

Non-Qualifying Expenses

There are certain expenses that Loyola Guild will not be held responsible for, including:

- Lost personal property
- Unauthorized expenses
- Fines incurred while volunteering for a Loyola Guild event
- Unauthorized accommodations, etc.