



Expense Reimbursement Process & Check Request Form Instructions

EXPENSE REIMBURSEMENT PROCESS

Reimbursement Forms are required in order to obtain reimbursements for Music Booster expenses. You will need to ensure to work with your Committee Chair and/or Treasurer and secure approval prior to incurring the expense. The Chair is responsible to ensure that the expenses are within the budget, which was approved by the Music Booster. Contact your Chair for a list of your budgeted items.

1. Fill out a HHS Music Booster Reimbursement Request Form

You can print an electronic version of the form at <http://www.homestead-music.org/forms>.

Form Instructions are below.

2. Original Receipts Required

Receipts must be provided for all expenses. We would prefer the original receipts, but photocopies will be accepted. If a required receipt is missing, please document this on your request.

Attach original receipts to an **8 x 11 sheet** of paper so each one is clearly visible. Do not attach them in a stack. Then staple these sheets to the expense form (do not use paper clips). *This helps insure that receipts are not lost. It also speeds the auditing process, makes it easier for you to photocopy, and helps you get your check in a more timely manner.*

Please note that credit card statements alone (without supporting invoices or receipts) are not acceptable.

Any exceptions must be authorized by the Music Booster Treasurer.

3. Submit completed HHS Music Booster Reimbursement Request Form to Music Booster Treasurer (MB Treasurer) by mail at 1086 Yorktown Dr., Sunnyvale, CA 94087 or by email in pdf to maritessmith31@gmail.com.

The MB Treasurer will review against the budget and record the transaction in the Music Booster Financial Statements. All request will then be forwarded within 10 days to the Secretary and President (or VP President) for approval.

All checks require double signature.

If you have an urgent request that needs immediate attention, please contact the Music Booster Treasurer directly.

4. **Timing of Submission:**

HHS Music Booster Reimbursement Request with receipts must be submitted to the MB Treasurer within 14 days of incurring the expense.

The HHS Music Booster does not reimburse for late fees/interest on credit cards or personal banking fees.

This quick turnaround is important so that not only do you get reimbursed in a timely fashion, but also the Music Booster can have an accurate record of expenses in the proper month.

5. **Payment**

HHS Music Booster Reimbursement Request are paid via check through the HHSMB Treasurer. Check run process approximately 1 to 2 times monthly.

6. **Request for Advance**

Advance "Check Requests" require a request and/or approval by the Treasurer and President.

After securing the approval, prepare a Reimbursement Request Form, provide an estimate and/or quote for the upcoming expenses and make reference of the date you will need the check. Within 2 weeks of the event, please provide receipts and return any excess money.

Advance "Cash" are very special and require a request and/or approval by the Board of Music Boosters, at the monthly Board Meeting. Follow the same procedures as an "Advance Check," but reference "Advance Cash." Secure the necessary approvals by the treasurer and President, and provide the same information as you would on a check request.

7. **Questions and Concerns**

Please contact HHS Music Booster Treasurer – Marites Smith should you have any questions or concerns about this procedure at maritessmith31@gmail.com or 408.507.1590.

REIMBURSEMENT REQUEST FORM INSTRUCTIONS

- **Your data:** Fill in the top portion of the form including *today's date*, "pay to" person's name or vendor name, address (where to send check to), phone and email address.
- **Activity:** Please make sure to write in a description of the expense. Please provide briefly what the expense relate to, for example, concessions, materials, uniforms, competitions, etc.
- Please include in the description the "event date" as applicable.
- Please provide any special instructions in handling the check, such as the urgency, check to be picked up. Unless otherwise noted, check will be mailed to the address on the form.
- **Amount Requested:** Please make sure the amount requested equals the total of the receipts.
- **Requestor's Signature:** Please sign your request.
- *MB Treasurer will be responsible to route your request for approval by Secretary and President (or VP President).*

Sample HHS Music Booster Reimbursement Request:

HHS MUSIC BOOSTERS REIMBURSEMENT REQUEST



DATE: _____

PAY TO: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Describe the expense(s) briefly. Attach all receipts to this sheet. List the activity or group it relates to (concessions, materials, uniforms, competitions, winter percussion/guard, choir). Please refer to Reimbursement Policy at <http://www.homestead-music.org/forms> for guidelines.

	Activity/ Group	Amount

Check#: _____
Check Date: _____
Amount: _____

Sales Tax:

Total Reimbursement Requested: \$

REQUESTOR'S SIGNATURE: _____

AUTHORIZED APPROVAL: _____
Secretary

AUTHORIZED APPROVAL: _____
President or Vice President

*This form should be submitted to:
Marites Smith
HHS Music Boosters Treasurer
1086 Yorktown Drive, Sunnyvale, CA 94087
maritessmith31@gmail.com*