

ABINGTON QUARTERLY MEETING  
Process and Procedures  
Expense Processing and Reimbursement

## Expense Reimbursement Procedure

### Purpose

The purpose of the Expense Reimbursement Procedure is to protect Abington Quarterly Meeting's (AQM) tax-exempt non-profit status by providing operating procedures for reimbursement of valid AQM expenses. This procedure addresses payment requests, advance payment requests and reimbursement payment requests. To ensure appropriate financial controls and approvals are in place, all AQM expenses will follow these procedures.

### Definitions

#### 1. Expense

Any payable item directly related to and caused by activities of AQM. Expenses must be directly or indirectly related to the mission of AQM.

#### 2. Member

Only active members acting on behalf of AQM and executing AQM business may submit payment requests, advance payment requests and expense reimbursement requests.

#### 3. Request Types

a. Payment Request Form is submitted when the AQM expense, vendor and amount are known sufficiently in advance to secure a payment via check.

b. Advance Payment Request Form is submitted when an expense is anticipated, but the actual amount is not certain. A payment will be advanced to a member for a pre-approved anticipated expense with the understanding that an Expense Reimbursement Request Form must also be submitted with original receipts in order to reconcile the expenditure of the funds that were advanced. Whether the member chooses to donate the expense amount or not, an Expense Reimbursement Request Form must be submitted for all valid AQM expenses.

c. Expense Reimbursement Request Form is submitted after a pre-approved AQM expense has been paid by a member. Whether the member chooses to donate the expense amount or not, an Expense Reimbursement Request Form must be submitted for all valid AQM expenses.

#### 4. Authorization

All AQM related expenses are authorized by the Clerk of AQM or by the appropriate committee Clerk. In addition, the Treasurer or the Assistant Treasurer must also sign as verification that the expense falls within the financial constraints, budgetary guidelines and mission of AQM. The Treasurer or Assistant Treasurer may not solely authorize payment. ***Please note that approved expenses will not be paid if sufficient purpose designated funds are not available.***

#### 5. Timing

Expenses must be turned into the Treasurer for reimbursement no later than 30 days from expenditure date except at fiscal year-end when all late Sixth Month expenses must be submitted by Seventh Month 15 of the succeeding year. This ensures sufficient timing to close AQM financial books. The Treasurer will endeavor to send payments for expenses within 7 days of receiving a valid form.

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**Forms**

Forms are found on the following pages.





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**Expense Reimbursement Request Form**

*Please make check payable to:*

Member Name: \_\_\_\_\_

Member Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Member Phone: \_\_\_\_\_

**EXPENSES:**

Date of Exp	Explanation of Expense	Project or Activity	Account/Purpose <b>Admin/Accounting use only</b>	Amount
<b>Subtotal</b>				\$
<b>Less Advance Received Towards Expenses</b>				-
<b>Less Donation Amount</b>				-
<b>Total Reimbursement Amount</b>				\$

**Please attach original receipts and submit form within 30 days of expense and prior to Seventh Month 15 of the succeeding year.**

**Check one to elect to make this expense a donation to AQM:**

- I would like to donate the total amount to AQM*
- I would like to donate \$ \_\_\_\_\_ to AQM*

**An acknowledgement letter will be sent to you for your donation.**

Member Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Verified by: \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

<b>Check #</b>	<b>Check Date</b>	<b>Account</b>
<b>Code</b>		