



Expense Reimbursement Procedures

It is customary for there to be a need to submit expenses from time to time. In an effort to streamline the process, reimburse individuals in a more timely fashion, book the expenses in the financial statements in the period incurred and to be more efficient, we have changed the procedures starting in 2014.

1. Before you go and purchase office supplies or make copies, please request an Office Depot card from the Treasurer. This way it is charged to our account, it's tax-free and you have no out of pocket expense. You will check out the card from the Treasurer and turn the card back in with the receipt for the expenses. If you are the chairperson please initial the receipt verifying the expenses are correct. If you are not the Chairperson, for your Committee, please have the Chairperson initial the invoice before you submit it.

2. Should you need to purchase items yourself you will need to print our tax ID letter from the Documents section of the NSC website. You will give this to the vendor where you are making the purchase so they can remove the taxes from the bill. Next, you will need to complete the Expense Reimbursement Spreadsheet on the website. It is located in the Documents section of the NSC website. The spreadsheet has formulas so it will calculate everything for you. Complete the spreadsheet in full, print the spreadsheet, sign it, scan it with copies of all of your receipts and email it to the NSC Treasurer for payment. He / She will process the payment and get you a check in the mail.
 - a. One caveat is expenses at the Classic and City meets. Due to timing, you will need to print this form out ahead of time or ones will be available to you at the meets. Please print legibly. You will need to submit this form, with the supporting receipts to the Classic Meet Director or Assistant Meet Director. This must be done prior to the 12th event. He / She will take this reimbursement form, initial it, give it to the person selling Heat Sheets and T-Shirts. They will give him / her cash for this form. They will give you your money that day.
 - b. The Heat Sheet & T-shirt person will submit the receipt with the cash handling documents at the end of the meet. They will count their sales as the true number. They will count their cash as the true number minus the receipt. This way we can accurately allocate the expenses and revenues for the day.

3. Should you need to submit an invoice / purchase order for payment, you will need to initial the invoice if you are the appropriate Chairperson or have the Chairperson initial and either physically give to the Treasurer or email it to him / her. They will pay directly from the invoice.

Should you have any questions please call or email the Treasurer for further instructions.