

Treasurer's Rules to Live By

General Rules

- You must staple all receipts to your voucher form
- You must staple a voucher log to your voucher form
- Please staple receipt, and voucher log to the center top of the voucher form
- One voucher log is required for each voucher form you turn in.
(# of voucher form = # of voucher logs)
- One voucher form is need for every budget line
- Any voucher not meeting these Rules to Live By will not be reimbursed until the voucher is correct
- When turning in vouchers at events with District Board Meetings, please turn in on the first night. This will provide time to make any necessary corrections and for processing time.

Vocabulary

Voucher Form => Organizes all reimbursements in to proper categories and shows calculations for said reimbursements with the grand total

Voucher Log => Shows exactly where you spent your budgeted money and where

Budget Line => A specific line on the budget where a certain amount of money has been allocated
(i.e. Governor, Spring Fling, Bulletin, etc)

According to the By-Laws...

- Reimbursements are for expenses DIRECTLY related to performance of duties outlines in the Policy Code, District By-Laws, and International Constitution/By-Laws, which are permitted by the Governor, Treasurer, and District Administrator.
- Receipts are required for all reimbursements and are to be attached to the Voucher Form created and distributed by the Treasurer.
- Governor/ Treasurer/ Administrator must sign completed Voucher Forms.
- All reimbursements sought must be submitted to the Treasurer within sixty (60) days of being incurred.