



ROCKVILLE SISTER CITIES CORPORATION EXPENSE REIMBURSEMENT GUIDELINES

- I. Effective July 1, 2022, all expense reimbursements must be submitted using the RSCC Expense Reimbursement Form and following the guidelines listed in this document.
- II. All expenses must be budgeted, pre-approved, voted by a majority of the RSCC Directors, or at the discretion by the President, RSCC.
- III. All expense reimbursement requests must be submitted within 30 business days from the date of purchase.
 - a. Regardless of purchase date, all expense reimbursement requests must be submitted prior to June 25th of the current year so as to record all fiscal year activities properly.
 - b. Any items purchased on or after June 25th can be submitted within 30 days unless otherwise directed by the President or Treasurer.
- IV. Forms must contain the applicable budget category, event name, and/or a description of the purpose of purchase so that the Treasurer can allocate the expenses to the appropriate budget line item.
- V. ALL items submitted for reimbursement must be exclusively for the use of RSCC business. When purchasing items of a mixed nature (e.g., personal and RSCC business together), separate the items prior to checking out and request separate receipts from the vendor. Receipts with mixed charges will not be reimbursed. Only RSCC business-related items are to be included. All scanned images of receipts must be legible and free from markings or highlighting. Photos of receipts are also acceptable.
- VI. By submitting the Expense Reimbursement Form, the individual requesting the reimbursement agrees that the charges are accurate and allowable, and the submission constitutes a virtual signature.
 - a. If Treasurer discovers any math errors or miscalculations, the payee agrees to accept a revised total reimbursement due amount, which may be lower or higher than what was originally submitted.
- VII. Failure to follow the above guidelines may result in delayed or forfeited reimbursements.