



# Reimbursement Policy

## I. Policy:

It is the policy of The Urantia Book Fellowship to adhere to good bookkeeping and accounting practices and to provide timely reimbursement of appropriate expenses incurred in the conduct of Fellowship activities. All reimbursements must have *prior approval* from a member of the Executive Committee, before funds may be dispersed. Typical office procedure is to issue checks twice per month.

## II. Procedure for Reimbursement of Expenses Incurred:

### A. Committee Members

1. Go to: [www.fefadmin.org/forms/Reimbursement\\_form.pdf](http://www.fefadmin.org/forms/Reimbursement_form.pdf)  
Print out the UB Fellowship Reimbursement Form, fill-out the form completely, entering one expense per line and sign your name to the form.
2. Scan the completed form, along with *all* the receipts listed on the form into a PDF file. Take care to ensure all PDF files are clear and legible.

If you are submitting a credit card statement or receipts with multiple line items, make sure to clearly underline on the receipt or statement those items for which you are requesting reimbursement. (Remember to black out all your *personal* account numbers).

3. E-mail your Committee Chair your completed PDF Form & the PDF copies of your receipts, requesting the reimbursement. Note: *Alternative* to PDF files are clear and legible hard copies of all documents, delivered to the UBF.

### B. Committee Chair

1. Review the reimbursement form for accuracy and completeness.
2. Re-print the reimbursement form, fill-in the appropriate GL codes on the form and then re-scan it. Include additional notation when necessary.
3. Forward the request and PDF attachments to the Fellowship Treasurer and copy to the Administrative Director.

#### **C. Treasurer**

Within five business days, shall review for approval and authorize payment by the Administrative Director.

#### **D. Administrative Director**

Within five business days of authorization, issue the reimbursement and enter payment into Accounts Payable.

### **III. Procedure for Advancing Funds Prior to Incurring the Expense:**

#### **A. Committee Members**

1. Using the same UB Fellowship Reimbursement Form provided at:  
[www.fefadmin.org/forms/Reimbursement\\_form.pdf](http://www.fefadmin.org/forms/Reimbursement_form.pdf)  
Detail, per line, your anticipated reimbursable expenses.  
Note: the actual receipts are not necessary at this time.
2. Follow the same steps and procedures as in II.A  
But without including the actual receipts.
3. Committee Chair, Treasurer and the Administrative Director shall follow the same steps and procedures as listed in IIB - IIC.

#### **B. Administrative Director**

The Administrative Director generates the payment within 24 hours either to the requesting party or directly to the vendor, such as airline company, hotel, a particular organization, etc.

#### **C. Upon completion of a trip or a task**

1. After completion of a particular task or a trip for which the funds were advanced all involved individuals will ***resubmit*** the UB Fellowship Reimbursement Form and this time complete the full process using the actual receipts or credit card statements.

2. Upon review and approval, the Administrative Director generates either an additional payment of balance or a withdraw of budgeted funds, whichever constitutes the difference between the advanced funds and the actual incurred expenses.

## **IV Procedure for Payment to Independent Contractors:**

### **A. Independent Contractor**

Invoice is submitted to the Treasurer and copied to the Administrative Director. Treasurer approves the payment within five business days and authorizes Administrative Director to make payment.

### **B. Administrative Director**

Administrative Director checks for accuracy and completeness, generates the payment within five business days and enters it into the Books.

*Approved by the Executive Committee 8/29/13*