



# MiSFITS REIMBURSEMENT REQUEST

DELIVER TO: MISFiTS TREASURER  
1437 MARSHALL AVE #203  
ST PAUL MN 55104

EMAIL: [TREASURER@MISFIT.ORG](mailto:TREASURER@MISFIT.ORG)

CHECK #	
DATE CHECK MAILED:	
TREASURER:	AUDITOR:

DATE SUBMITTED: \_\_\_\_\_ AMOUNT OF REQUEST: \$ \_\_\_\_\_

MAKE CHECK OUT TO: \_\_\_\_\_

MAIL CHECK TO: (ENTER "HAND DELIVERED" OR NAME OF THE EVENT TO PICK CHECK UP FROM IF CHECK IS NOT TO BE MAILED)

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUDGET/PROGRAM CHARGED: \_\_\_\_\_

DESCRIPTION OF COST: \_\_\_\_\_

PROGRAM HEAD/CO-HEAD SIGNATURE: \_\_\_\_\_

------(Form Rev: 8.2006)-----

## Reimbursement Instructions:

- All reimbursement requests must include ORIGINAL receipts or invoices
- Completed forms are to be submitted directly to the Treasurer. Giving a completed form to another officer or member is a good way to get it lost. After which, thank you for your donation as a reimbursement can not be made without the documentation.
- Getting money "in advance" is not an option unfortunately due to legal and ledger concerns of both the officers and the board of MiSFITS.
- As a general rule, we do not reimburse for meals or incidental costs. Exceptions must be agreed to by the MiSFITS officers before the expense is incurred.
- Expenses must be kept within the limit of the budget. Expenses over the amount budgeted will be gratefully accepted as donations. Budget changes are rare and at the discretion of the MiSFITS President and other officers.
- Reimbursement requests must be approved by the Head/Co-Head of the program. This is simple courtesy so that they can maintain control of how their program's money is spent. If the Head/Co-Head of a program chooses to give "signing" permission to someone else, it must be registered with the MiSFITS Treasurer.
- If you are unsure about budget, a particular expense, or any other reimbursement issue, please contact the MiSFITS Treasurer before making the expense to avoid frustration later.