



Authorized by: Greater St. Louis Chapter of HFMA Board of Directors

Date Authorized: February 19, 2009

Chapter Reimbursement Approval Process

Policy:

The Greater St Louis chapter officers and board members are entrusted by the chapter membership to use treasury funds in an appropriate and responsible manner. Chapter members also expect to be reimbursed on a timely basis for valid expenses. The procedure below allows for proper approvals of expenses to be reimbursed on a timely basis and keep the Chapter financially secure.

Procedure:

1. The expense report form (attached) should be used for all reimbursements that are to be made to a chapter member. Receipts must be attached. Invoices from vendors that are to be paid directly to the vendor (example: hotels, printers, etc) can be approved without the expense report form.
2. Expense report forms with receipts or invoices should be scanned and sent as an attachment to an email for approval. If scanning is not available, the details of the invoice or expense approval can be put into an email. The email should be sent to:
 - a. Chapter President
 - b. Chapter President-elect
 - c. Vice President
 - d. Treasurer
3. In order to be paid, the invoice or expense report must be approved by the Treasurer and at least one other officer as listed above. These approvals can be given by email or the scanned document can be printed off, approved in writing, and re-scanned to the Treasurer.
4. The Treasurer will issue the check to the appropriate party.
5. The turnaround time from submission of expenses for reimbursement approval described in Procedure #2 through the issuance of the check in Procedure #4 shall be no more than 21 calendar days.