

## REIMBURSEMENT PROCEDURES

I can approve reimbursements up to \$75.00, after that, the Financial Committee of the Kingdom has to be consulted. I reserve the right to refuse any and all receipts that I feel are improper for reimbursement, you have the right to appeal by going to the Financial Committee.

Please use the REIMBURSEMENT REQUEST form, attach original receipts, and mail to me for approval. Reimbursement requests must be received within 90 days from purchase date. Please keep in mind that it takes about a month from when you mail the receipts until you get your approved reimbursement check.

### **What can or cannot be reimbursed using SCA money:**

Aethelmearc has traditionally paid for printing, postage, office and printer supplies, telephone calls, and publications necessary for the office. **Alcohol, tobacco, closed meetings (not open to all the populace of Aethelmearc), gifts, and anything retained by the individual after leaving the office is not reimbursable.**

### **Expenses for Deputies:**

For Deputy expenses, send an email to me, detailing the expenses, with a copy to the superior officer. The Superior Officer should reply to the email (keeping the details in the text) with either I approve, or I do not approve. The deputy sends the reimbursement form and original receipts directly to me.

### **Office Sponsorship Funds:**

From Kingdom Exchequer Policies: Officers may solicit sponsorship from local groups. Groups should notify the Chancellor of the Exchequer when they send a sponsorship check which office they are sponsoring. Officers may also hold fundraisers for their office and should notify the Chancellor of the Exchequer when they do so. Any funds raised this way will be held in the Kingdom bank account in a designated fund.

### **Society Wide Symposiums:**

From Kingdom Exchequer Policies: Officers may request reimbursement of partial travel and hotel expenses to attend society-level officer symposia or meetings by notifying the Chancellor of the Exchequer as far in advance as possible so that the amount can either be added to the Kingdom budget for the following year or brought to the Kingdom Financial Committee as a variance to the current year's budget. Officers who do not notify the Chancellor of the Exchequer in advance are not guaranteed reimbursement for symposia-related expenses.

### **Special Purchases:**

If there is a special purchase that needs to be made for your office, please email me with reason and estimated cost. I will run it by the Kingdom Financial Committee and get back to you. This normally takes around 2 weeks.

### **Cash Advances:**

Cash advances are available for prior approved expenses. Please use the ADVANCE FORM. Receipts must be submitted to me within 60 days of the advance.

As always, please contact me if you have any questions.

Countess Alexandra of Clan Donald  
Chancellor of the Exchequer for the Kingdom of Aethelmearc  
Exchequer@aethelmearc.org