

Redwood Empire Regional Group #27

Guidelines for Planning and Receiving Reimbursement for a Tour/Event

Club members planning a tour or event should first check with the Tour Coordinator(s) before setting a date. We never want to plan something that would conflict with another member's or another regional group's event. Common courtesy etc.

If we have a month with no event of our own planned, the Tour Coordinator(s) can request a volunteer from the membership to come up with a day or weekend tour or event of interest.

Expense Request Forms

With prior Board approval, RERG allows up to \$100 for a day tour/event and up to \$200 for a weekend tour/event from its General Fund to help cover the cost of each particular tour/event. Additional money could be allotted only with prior Board approval before the tour/event. Those putting on a tour/event can obtain a *Request for Approval of V-8 Club Event/Tour Expenses* form from the Tour Coordinator(s).

After completing the form, it should be returned to the Tour Coordinator(s) for recommendation. Afterwards, the *Request for Approval of V-8 Club Event/Tour Expenses* form goes to the Board for approval. The Tour Coordinator(s) will return a copy of the form with the recommendations, if any, and Board decision.

Reimbursement for Event Expenses

In general, the club will only pay for food expenses, food service items and limited decorations. Exceptions can be made with prior Board approval. To be reimbursed, legible receipts or copies of receipts shall be submitted all at one time in a clear and orderly way to the Treasurer and in a timely manner at the conclusion of the club event/tour. These receipts should have only club expenses and should not include any personal items. Receipts that are unclear will be returned to the submitter for further clarification. Any non-perishable supplies bought with club funds should be returned to Tour Director(s) to be stored and used for another upcoming event.

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