

St. James Plantation Ladies Golf Association (LGA)

**Request for Expense Reimbursement Voucher**

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Event \_\_\_\_\_

Items Purchased: *(Please email PDF receipts or attach receipts if not submitting via email)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pay to: \_\_\_\_\_

Committee Chair Approval *(name)* \_\_\_\_\_

President/Vice President Approval *(name)* \_\_\_\_\_

LGA Check No: \_\_\_\_\_ E-Check: \_\_\_\_\_ Date: \_\_\_\_\_

**Reimbursement Process**

- All reimbursement requests should have approval by the appropriate Committee Chair and President (or Vice President if the President is unavailable) before submission to the *Treasurer*.
- The desired method of obtaining approval is by **email** following the procedure described below.
- Please email description of item(s) purchased and the amount to the appropriate Committee Chair(s) copying the *President, Vice President and Treasurer*. A PDF of the receipt or other form of support can also be attached to the email which will expedite issuing a check.
- *The Committee Chair* communicates their approval to the individual requesting reimbursement using the "Reply All" email response.
- *The President* communicates her approval to the individual requesting reimbursement, Committee Chair and the Treasurer using the "Reply All" email response.
- *The Treasurer* will issue a reimbursement check to the individual using the email approvals and PDF Receipts as support.
- If obtaining email approvals is not possible, the requester can pass a hard copy Reimbursement Voucher with necessary approvals and receipts directly to the *Treasurer*.

**NOTE:** The current year's contact information for the LGA President, Vice President and Treasurer are found on the LGA Website's "LGA Board & Committees" page under the Membership tab.