



January 2023

## **EXPENSE REIMBURSEMENT**

A Leader, Group or Area may request reimbursement from LLLC Virtual Accounts for their reasonable and authorized expenses incurred on behalf of LLLC by submitting a Leader Expense Submission Form. Group and Area Virtual accounts may not be overdrawn, unless this is approved by the ACL or the LLLC Board. Authorized expenses can be paid from Group virtual accounts, Area virtual accounts or the National account as applicable.

Examples of reasonable expenses are, but are not limited to:

- facility costs for meetings
- telephone expenses
- purchase of books and supplies
- food for LLLC events
- relevant education for Leaders
- some travel expenses.

Examples of expenses that are not authorized for reimbursement are, but are not limited to:

- individual subscriptions to databases such as HalesMeds.com and virtual meeting software such as Zoom.

If Leaders have any questions about whether or not an expense qualifies for reimbursement they should discuss this with their ACL prior to spending.

If an Area has a special project in mind that requires funds beyond the amount in its account, the Area will contact the Board to discuss possible options for funding.

Leader, Group and Area expenses will be submitted for reimbursement within two months of receiving the invoice or receipt of expense. Expenses will be reimbursed within five business days. This will be delayed when there is a holiday at LLLC National Office.

Leaders may choose to donate their expenses over \$10, or a portion of their expenses, incurred on behalf of LLLC to the organization. Upon the submission of the Leader Flow-Through Submission Form, the Leader will receive a charitable tax receipt for the total amount, minus the surcharge. This is done annually and must be completed by December 31.

*(July 2022; January 2023)*