

REIMBURSEMENT PROCEDURES  
FRIENDSHIP FORCE OF SOUTHWEST FLORIDA  
November 1, 2019

**BACKGROUND:** From time to time members will make purchases (or contract for services), in support of the activities of Friendship Force. Please use the following guidelines to obtain payment from the treasurer of Friendship Force of Southwest Florida:

1. When you pay for item(s) with your own money, submit a completed “EXPENSE REQUEST” form to the Treasurer (attach receipts when possible). To obtain a copy of the “Expense Request” form, go to: <http://friendshipforceswfl.org/> , select “membership”, scroll down and select “Expense Form”, select “Display & Print Expense Form in New Window”. You can now print the “Expense Form”.
  
2. If you contract for services that need to be paid “on the spot” (upon the completion of that service), (for example: contracting a caterer for food, or contracting a DJ for entertainment), let the Treasurer know well in advance the amount to be paid, as well as when and where the contractor needs to be paid. This will allow the treasurer to write a check in advance, and have it available to the person who made the contract (so that person can pay the vendor at the proper time).
  
3. Anytime a “journey” is formalized, notify the treasurer and furnish the name(s) of the Inbound/Outbound Journey Coordinator(s). At this time the Journey Coordinator(s) will be furnished with a checkbook for that specific journey. The Journey Coordinator(s) will then be responsible for all income, expenses and complete record keeping for that journey.