

From: Mark Walker, Treasurer
To: Humboldt DSA General Meeting

PROPOSED INTERIM CHAPTER REIMBURSEMENT AND DISBURSEMENT POLICY

April 12th, 2026

Prior to the adoption of a Chapter Budget, this policy establishes interim rules and procedures for requesting, approving, and paying chapter expenses. It is intended to:

- streamline use of chapter funds,
- define who may authorize spending,
- provide a process for reimbursement and direct payment, and
- support accurate record-keeping and compliance.

This policy applies to all committees, working groups, and members seeking payment from chapter funds. It covers (1) **reimbursement** for out-of-pocket expenses paid by a member, and (2) **disbursement** requests where the chapter advances funds to a member, committee, or working group to cover chapter expenses, or pays a vendor directly.

I. GENERAL RULES

- A. All requests for reimbursement or disbursement will be directed to the Treasurer for review.
- B. Expenses should be approved before money is spent.
- C. There will be no use of chapter funds without sufficient documentation (i.e., receipts or invoices).

II. PROCEDURES

- A. Purchases of \$50 or less may be approved at the Treasurer's discretion. Payments made under this provision shall not exceed \$100 per month.
- B. Purchases over \$50 up to \$250 must be approved by the Interim Steering Committee. Payments made under this provision shall not exceed [\$250] per month.
- C. Purchases over \$250 must be approved by the General Meeting.
- D. All requests for funds for use by the Treasurer must be approved by the ISC or General Meeting.

III. APPROVAL

- D. Requests for funds should be made directly to the Treasurer for review. This can be an email and should contain the following information:
 - 1. Name of requestor.
 - 2. Committee or working group.
 - 3. Purpose of the expense.
 - 4. Amount requested or estimated.
 - 5. Itemized budget (if necessary).
 - 6. Vendor or payee, if known.
 - 7. Date payment is needed.
 - 8. Brief explanation of why the expense is necessary.
- B. Requests may be submitted to HumboldtDSAtreasurer@proton.me

IV. PAYMENT AND RECONCILIATION

- A. In the absence of a chapter bank account, payments will be made in the form of cash.
- B. For disbursed funds, vendor receipts, change, and other documentation should be submitted to the Treasurer within 30 days of receipt.
- C. Reimbursement requests should likewise be submitted within 30 days of receipt. Requests submitted after 60 days of receipt may be denied unless there is good cause.
- D. The Treasurer should complete reimbursement requests within 14 days, subject to fund availability or approval.
- E. The Treasurer will ensure that the expense has been approved, the documentation is complete, and sufficient funds are available.
- F. If a receipt is unavailable, the requester must provide a written explanation including:
 - 1. Vendor.
 - 2. Date.
 - 3. Amount.
 - 4. Purpose.
 - 5. Reason receipt is unavailable.
- G. The Treasurer or approving body may still deny the request or require supplemental Meeting proof. Missing-receipt reimbursements should be rare.
- H. Denial of requests or reimbursements can be appealed to the ISC or the General