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## Guidelines for Reimbursement of Volunteer Expenditures

Reimbursement to volunteers for HFHMCTX approved expenditures requires the following:

- 1) Completed request for reimbursement form signed by the Board Treasurer or Executive Director.
- 2) Original purchase receipt dated no more than 60 days prior to the reimbursement request (30 days if receipt is dated in December).

Upon receipt of the above support, reimbursement checks will be generated within one week for mailing to the volunteer or pick up at the HFHMC office.

HFHMC reimburses approved budget items and additional reasonable and appropriate unforeseen expenses as may be necessary with approval of the Board Treasurer or Executive Director. Please consult with the Board Treasurer or Executive Director prior to making or committing to any expenditure over \$500, including budgeted items. If unsure whether an expense is reimbursable, please ask before making the purchase.

As HFHMC strives to be a good steward of its donated funds, all expenditures need to be consistent with the Habitat mission. Please understand that HFHMC will not reimburse for the following:

- 1) Alcoholic beverages
- 2) Sales tax since HFHMC is a tax exempt 501(c)(3) organization. HFHMC's tax exempt form should be presented and used at the time of purchase. Please contact the HFHMC office to obtain a fax or email of the tax exempt form.

In addition, the following will not be reimbursed unless a budgeted item or approved in advance by the Board Treasurer or Executive Director.

- 1) Meals or food purchased for committee meetings or donor cultivation
- 2) Equipment or supplies
- 3) Mileage or tolls
- 4) Gifts in excess of \$10

For additional clarification or questions, please contact the Board Treasurer or Executive Director.