

**HOW TO GET REIMBURSED
and
HOW TO GET INVOICES AND OTHER BILLS PAID**

HOW TO GET REIMBURSED:

Utilize the Expense Voucher whenever you have incurred or will incur a cost that can be repaid by the guild. The Expense Voucher can be found under Resources/Forms on the website.

If you have personally purchased something on behalf of MVQ, fill out the Expense Voucher with your name as the person to whom the check will be made out. Be sure to attach all receipts (copies are acceptable if you need the originals). The treasurer will mail your reimbursement check to you.

HOW TO GET INVOICES AND OTHER BILLS PAID:

- a. **Speaker's Fees:** for fees to be paid for a speaker or other guest, submit the speaker's invoice to the treasurer. Note the purpose somewhere on the invoice and add your signature. Attach a copy of the signed contract and submit with a completed W-9 form from the speaker. This information is necessary for tax preparation. The treasurer will mail the check to the speaker/teacher unless other arrangements are made with the treasurer.
- b. **Contract Payment:** to have a contract paid, submit the contract to the treasurer. If you are not the Committee Chair, please have the Chair sign the invoice for payment and note the purpose. Or attach an email from the Committee Chair approving this payment. The treasurer will mail the check unless other arrangements are made with the treasurer.
- c. **Donation:** provide the name and address of the organization to the treasurer and attach a letter that the president or secretary has written regarding this donation. Note whether you want to hand deliver or mail the check and letter. Otherwise, the treasurer will mail the check and letter.

OTHER TYPES OF REIMBURSEMENTS:

When a workshop (or retreat) is cancelled and guild members need to be reimbursed, the program chair/retreat coordinator will submit a list of participants and fees to be refunded. This may be submitted by email or a signed Expense Voucher. The treasurer will use their current addresses from the membership list, and will mail the refund to them.

TIPS FOR TIMELY REIMBURSEMENT or GETTING INVOICES PAID:

1. You may mail or email the voucher and receipts to the treasurer. The mailing address is on the Expense Voucher form. You may also mail invoices that need to be paid. Ensure the Committee Chair has signed the invoice or attach an email from the Chair approving this payment.
2. Provide sufficient information regarding either the reimbursement or the invoice to the treasurer so that it is clear what guild committee will incur these expenses. (All expenses are tracked to a particular committee or guild function.)
3. Expense Vouchers without your signature and the signature of your Committee Chair or the President cannot be paid.