Procedure Category: **Financial**

Procedure Title: **FLS Financial Procedure for Reimbursement Request Forms**

Effective Date: December 12, 2017

Responsibility for Implementation and Compliance: **FLS Treasurer**

Reviewed: Updated and approved by the FLS Board on March 18, 2019

**Statement of Purpose:** This procedure covers completion and submission of NYLA’s Request for Reimbursement forms, including the review steps by the FLS President and FLS Treasurer.

All FLS financial transactions should be reported to the FLS Treasurer. These include all income received, chargebacks from the Association, and annual conference expenses. Deposits to the FLS account also go through the FLS Treasurer, since the Treasurer’s signature is required on the General NYLA Unit Deposit Form.

**Procedure for Reimbursement Requests**

Reimbursement requests (RR) must be signed by both the FLS President and by the FLS Treasurer. These officers’ signatures are on file annually with the NYLA Director of Finance by completion of the “Authorization Signature Form.”

The Reimbursement Request form is available on the NYLA website along with detailed information about reimbursements, including the current mileage allowance. A form may also be requested from the FLS President or FLS Treasurer.

For accurate recordkeeping, all reimbursements ultimately are submitted to the Association by the FLS Treasurer. Request for Reimbursement forms are not provided to vendors or conference program presenters. The RR s are not signed by vendors (e.g., Amazon, printing shop, engravers) or conference presenters; these individuals or businesses do not submit bills directly to NYLA. **The RR forms must be handled by FLS volunteers and the FLS officers, following the procedure outlined here.** Examples of volunteers who can initiate a request: newsletter editor, award coordinator, NYLA Annual Conference curator, a Member At Large of the FLS Board.
The volunteer submitting the request completes the following fields:

The **Payment Authorization** “chain of command” for FLS starts in the box on the lower left, the originator of the Request for Reimbursement. The FLS volunteer who is submitting the request is to sign on the **Committee Chair** line.

**Group Responsible for Expense:** Friends of Libraries Section [Please spell out, rather than writing FLS, given the number of NYLA units with similar initials.]

**Submitted by:** The name of the FLS volunteer who is submitting the request goes here. Please print the name.

Please attach or scan all **original receipts**. The FLS volunteer submitting the RR needs to secure these receipts from the business, conference speaker, etc. **(Exceptions for receipts:** NYLA will accept a photocopy of a credit card bill [please block out the card’s account number] that shows a specific item was purchased. Highlight the item on the photocopy. A copy of an EZPass statement indicating specific tolls that match the day of travel is acceptable.) **NYLA is a tax-exempt organization and purchases should be made with the use of a form ST-119.1, Exempt Organization Exempt Purchase Certificate. This form is available from the FLS Treasurer.**

**Payable to:** Provide the proper name of the business, speaker, or other individual receiving payment.

Indicate by **check box:** this is a person or this is an institution, business, etc.

**Address:** Street address must be provided, along with post office box numbers, if applicable. **Even if the person/business solely uses a P.O. address, a street address must also be given.** The NYLA Director of Finance advises that when paying an individual, the person’s home address is preferred over the address of their employer/library. This address is where the NYLA Director of Finance will mail the completed check.

**Completion of columns:**

**Date:** The date of the invoice or date of the store receipt.

**Type:** There are only four categories from which to select: Transportation, Lodging, Meals, or Other. Write the appropriate type of expense in this column.

**Definitions:**

**Transportation** expenses includes: tickets (e.g., train tickets), mileage, tolls, and parking fees, as applicable. As noted at the bottom of the RR form, auto travel **must include the departure point with its zip code and the destination’s zip code.** If mileage is round trip, remember to multiple by two. Consult the FLS
Treasurer or NYLA website for the current rate of reimbursement per mile. The rate is established January 1 each year.)

**Lodging** expenses includes: cost of accommodations only. Charges for room service, minibar, Internet access, or other extra fees will not be reimbursed. *The receipt must indicate the nightly room charge and a balance of $0, to indicate the person paid the room bill.*

**Meals:** FLS may pay for meals of speakers if prior agreements have outlined this reimbursement. (Any meals of FLS Board members at FLS Board meetings are an individual responsibility. Receipts can be provided.)

**Note:** NYLA’s Reimbursement Guidelines are very specific concerning reimbursements to residents within a certain number of miles of the meeting site and eligibility for lodging and meals reimbursements. Consult the FLS Treasurer for these restrictions.

**Other:** Administrative costs (e.g., supplies for newsletter production, small gift for retiring Board member, printing of newsletter, postage, engraving of plaque).

In **Details** column, please provide enough detail that will assist both the NYLA Director of Finance and the FLS Treasurer to know where to track the expense.

**Total:** The entire amount of the individual line (e.g., overnight room charge, postage, mileage and tolls) should be noted for each detailed item. E.g., calculate the mileage reimbursement and put the figure here.

**Total Reimbursement:** The total of the above amounts. The check will made out for this amount.

**Sequence for the RR form to follow for signatures and approval:**

All Request for Reimbursement forms need the signature of the FLS President.

1. The volunteer who has completed and signed the RR sends it with the related receipts to the FLS President. The form and receipts may be scanned and submitted electronically. If scans are submitted, paper receipts are not sent to NYLA. (The volunteer is requested to hold all paper items [original RR, receipts] until the payment appears on the Section’s monthly “Financial Statement” and “Reimbursement Request Report” provided by NYLA’s Director of Finance to the FLS Treasurer.)

2. The President submits the form and receipts (electronically or paper) to the FLS Treasurer.

3. The Treasurer documents the request, signs the RR form, and submits it to the NYLA Director of Finance for processing and payment. The Section’s monthly “Financial Statement” and “Reimbursement Request Report” are the accounting documents that will indicate the RR has been completed at NYLA Headquarters.
Notes Regarding This Procedure:

1. All expenses must correspond to the Friends of Libraries Section’s approved annual operating budget.

2. All FLS Board members, including Representatives to NYLA Committees, Coordinators, and the Conference Curator, must adhere to approved budget allocations for the current fiscal year.

3. FLS does not pay honoraria for speakers at annual conference programs. NYLA provides a complimentary waiver of one-day conference registration fee upon request of the FLS Conference Curator to the NYLA Executive Director for all speakers, guests, and program presenters for the day(s) of their presentation.

4. The FLS Treasurer must be notified of all anticipated fund transfers and chargebacks from NYLA that do not require an RR form. Examples: Lodging paid for a conference speaker where the Conference Curator has submitted a housing request form to NYLA, asking that NYLA pay for the hotel room on the Association’s master bill; GoToMeeting or other telecommunications service NYLA uses to facilitate conference calls for the FLS Board; a transfer of funds from another unit of NYLA to FLS (e.g., fiscal support from the Public Libraries Section for a conference program); gift memberships to FLS speakers at NYLA Annual Conference; Section’s contribution to NYLA’s Advocacy Day. Notification is to be in writing (e-mail is acceptable) or by providing a photocopy/scan of the form to the FLS Treasurer (e.g., form to reserve a booth for FLS at the conference trade show; the NYLA Housing Request form).

5. All reimbursements must conform to the current NYLA Financial Policies Handbook (see Reimbursement Procedures section) and to NYLA’s current “Conference Curators Handbook”, both available online at www.nyla.org. A current RR form is available under the Membership tab, then “NYLA Form Depot.”