



Reimbursement Policy for Helena Community Gardens

Purpose:

The purpose of this policy is to reimburse out of pocket business expenses for HCG staff and volunteers. This policy describes the process by which reimbursements are allowable, and the guidelines that must be followed for reimbursement eligibility.

Disclaimer:

Helena Community Gardens reserves the right to deny partial or total reimbursements for expenses that do not follow the reimbursement guidelines. This may include expenses that are not deemed as necessary, do not fit within allotted budgets, or large expense projects that were not pre-approved.

Types of expenses:

Helena Community Gardens is willing to reimburse any expenses that follow the guidelines set forth in this policy for purchases made on behalf of HCG that were prudent and necessary for the operation of the gardens. Purchases for Helena Community Gardens are to be made first and foremost by those listed as signers on the HCG business account. Only in circumstances where HCG account signers are unavailable, and when the expenses fall within the allotted budget are reimbursements allowable.

Requirements for Requests:

Reimbursement requests must be for expenses totaling less than \$50 unless there is express written prior-approval from one of the Head Garden Managers, or the Executive Director.

Reimbursement requests must be submitted within 15 days of purchasing. Requests can be submitted via email to helenacommunitygardens@gmail.com with the subject line of "Reimbursement Request".

All reimbursement requests must have the following:

- Picture of receipt, invoice, or other expense documentation.
- Name of person to be reimbursed and mailing address.
- Date of expenses.
- Amount of reimbursement being requested.
- Purpose of expenditures (detailed reasons for all expenditures).

Eligibility:

Staff and Garden Managers are eligible to apply for reimbursements. Other people wanting to be eligible for reimbursement must contact Helena Community Gardens prior to purchase, and receive express written permission.

Approval Process:

Requests for reimbursements will be reviewed by the Executive Director. A notification email will be sent within 1 week of submission with the status of the approval. If the reimbursement is approved, a check will be mailed to the address listed in the reimbursement request within 30 days.

Reimbursement amounts:

Reimbursement amounts can be expected to be up to 100% on itemized purchases.

**Documentation:**

Must submit receipts, invoices, or other documentation for expenses.

Timeline:

A check for the reimbursement amount will be sent within 30 days after approval.

Cancellation:

If you wish to cancel the reimbursement, simply send an email with the subject line of "REIMBURSEMENT CANCELLATION".

Under no event will:

- Invoices be paid unless approved by an authorized signer.
- Blank checks (checks without an amount, date, or payee designated) be signed in advance.
- Checks be made out to "cash," "bearer," "petty cash," etc.
- Reimbursements be prepared on verbal authorization unless approved by the Executive Director or Board President.

Definitions:

- Prudent and Necessary- Expenses deemed by the Head Garden Managers or the Executive Director as being fundamental to the continued operation of gardens or associated programming.

Examples of Expenses Needing Pre-Approval:

- Fencing Materials
- Irrigation Equipment
- Garden Improvements
- Superficial labeling items or other items that do not affect the ability of the garden to function.
- New equipment or equipment replacements

Approvable Expenses Examples:

- Gas for lawn mowers
- Tire and equipment repairs for lawn mowers, wheel barrows, or other equipment.
- Locks