

Harris County Green Party Expense Reimbursement / Expense Advance procedure

I. General

- A) Any and all use of HCGP funds is subject to review by the HCGP Steering Committee.
- B) The HCGP Steering Committee will decide on the use of funds in accordance with the decision-making process described in the Bylaws of the Harris County Green Party.
- C) All requests for funding -- whether oral or written, approved or denied -- will be recorded in the minutes of the Steering Committee meeting. The record should reflect who requested the funds for disbursement, to whom, and for what purpose. If funding is denied, a brief statement will record why funding was denied. It is the responsibility of all persons involved to ensure that a request for funding is recorded in the Steering Committee minutes.
- D) The Expense Reimbursement / Expense Advance form is available on the HCGP Web site, at headquarters, and from Steering Committee members.
- E) Approval by HCGP Steering Committee members works as follows:
- E1) Any amount up to and including \$100.00 requires prior approval, of at least 2 out of 3, from the two Co-Chairs and the Treasurer. For current office holders please see <http://www.hcgp.org>
 - E2) Any amount exceeding \$100.00 requires prior approval from the Steering Committee at large. In addition to the two Co-Chairs and Treasurer listed above, the Steering Committee includes the Secretary and four At-Large members. Current office holders are listed at this web site: <http://www.hcgp.org/aboutus/leaders.htm>
 - E3) The HCGP Steering Committee can also be contacted through the general HCGP Email address:
hcgp@txgreens.org

or through the Steering Committee list serve:
770sc@txgreens.org

II. Workgroups

- A) Any group within HCGP given “workgroup” status by the general membership or the Steering Committee is automatically given approval by the HCGP Steering Committee to spend up to, and including, \$25.00 per month, not exceeding \$100.00 per year, without seeking Steering Committee approval.
- B) The use of funds by a workgroup must be approved at a meeting attended by a minimum of two work group members who have attended at least one previous meeting of that work group.
- C) HCGP workgroups will decide on the use of funds in accordance with the decision-making process described in the Bylaws of the Harris County Green Party.
- D) Workgroup members are urged to pay out-of-pocket expenses and then seek reimbursement from the HCGP Treasurer.
- E) It is the responsibility of the workgroup to obtain and complete the Expense Reimbursement / Expense Advance form and turn it in to the HCGP Treasurer after obtaining the signatures of the work-group members who approved the expense.
- F) Workgroups may not sign over, trade, loan or lend their \$25.00 per month allowable funds to another workgroup. Funds may not be accumulated.

III. For Advances

- A) Because an advance in funds is likely to be for a larger-than-usual expense and is likely to be an early step in an upcoming event or special project, any request for an advance of funds should be made known to the HCGP Steering Committee as early as possible.
- B) After necessary approvals have been received, it is the responsibility of the work group, caucus, project group or person requesting the advance to obtain and complete the Expense Reimbursement / Expense Advance form and turn it in to the HCGP Steering Committee.
- C) Those Steering Committee members who approved the use of funds will then sign the Expense Reimbursement / Expense Advance form and forward it to the HCGP Treasurer.
- D) The HCGP Treasurer will prepare the advance in the form of a check, or cash if necessary. Checks will be available at the next monthly General Membership meeting, provided the forms were turned in to the HCGP Steering Committee no later than seven days prior to the General Membership meeting. Any requests received less than seven days prior to the General Membership meetings will be available at the following month’s General Membership meeting.
- E) If funds are needed more quickly, the work group, caucus, project group or person requesting an advance can make arrangements with the HCGP Steering Committee. The work group, caucus, project group or person requesting a quicker-than-usual advance will be expected to bear the weight of the inconvenience.
- F) **All advances must be followed up by a return of receipts.** If for some reason a receipt is not available it is the responsibility of the requester to make every effort to show the funds were used for the intended, approved purpose to the satisfaction of the HCGP Steering Committee. Upon satisfaction Steering Committee members will forward a brief statement to the HCGP Treasurer excusing the receipts. The statement will discuss the evidence presented to the HCGP Steering Committee by the requester.

IV. For Reimbursements

- A) Any work group, caucus, project group or person who intends to seek reimbursement for out-of-pocket expenses is required to seek approval from the HCGP Steering Committee **before any funds are spent**. The only exception is for work groups seeking reimbursement for \$25.00 or less. Request for approval may be made in oral or written form.
- B) After necessary approvals have been received and out-of-pocket expenses have been incurred, the work group, caucus, project group or person requesting the reimbursement will obtain and complete the Expense Reimbursement / Expense Advance form and turn it in to the Steering Committee, along with all receipts. **No reimbursement will be made without receipts**. If for some reason a receipt is not available it is the responsibility of the requester to make every effort to show the funds were used for the intended, approved purpose to the satisfaction of the HCGP Steering Committee. Upon satisfaction Steering Committee members will forward a brief statement to the HCGP Treasurer excusing the receipts. The statement will discuss the evidence presented to the HCGP Steering Committee by the requester.
- C) The Expense Reimbursement / Expense Advance form may be turned in to the Steering Committee at a General Membership meeting or at a Steering Committee meeting.
- D) Those Steering Committee members who approved the use of funds will then sign the Expense Reimbursement / Expense Advance form and forward it to the HCGP Treasurer.
- E) After approved forms are collected, the HCGP Treasurer will prepare reimbursement checks. Checks will be available by the next monthly general membership meeting, provided the forms were turned in to the HCGP Steering Committee no later than seven days prior to the General Membership meeting. Any requests received less than seven days prior to the General Membership meetings will be available at the following month's meeting. Any checks not picked up at the General Membership meeting will be mailed out by the HCGP Treasurer within three days after the meeting, unless other arrangements have been made. Checks will be mailed to the address given on the Expense Reimbursement / Expense Advance form.
- F) If reimbursement funds are needed more quickly, the work group, caucus, project group or person requesting a reimbursement may make arrangements with the HCGP Steering Committee. The work group, caucus, project group or person requesting a quicker-than-usual reimbursement will be expected to bear the weight of the inconvenience.