



Expenditure and Reimbursement Protocol

All reimbursable expenditures for ASDA events must be pre-approved by the Utah ASDA Executive Council (EC). There are two different procedures for this approval and allocation of these funds: 1) The Budget Process, and 2) the Request of Additional Funds by Form.

The Budget Process

In March of each year, the EC meets and determines anticipated expenditures for events that are expected to occur over the next year and allocates funds accordingly. For example, \$1000 may be allocated for the Pre-Dental Simulation Course, \$2000 to fund travel to ASDA Annual Session, and \$1000 for a December school-wide social. The appropriate committee leads receive notification of these budget approvals as soon as the EC has finalized the yearly budget.

Request of Additional Funds by Form

Often, additional funds are needed for unanticipated events because the EC cannot perfectly predict all needed expenditures. Chapter leaders and members are also encouraged to come up with new ideas for ASDA programs and events (that would be, by nature, not accounted for in the Budget Process). There is also the possibility of an unexpected need for additional funds for established events. For example, a committee lead may have ideas for improvements on an existing event that would require additional funding.

To acquire approval for additional funds, an *Additional Funds Request Form* must be filled out and submitted to the EC as soon as possible before the desired expenditure date. The EC will then make a decision and notify the requestor as soon as possible and no later than one week prior to the purchase date (given that the request is submitted in a timely manner). Early submission of the request increases the likelihood of approval.

Reimbursement

All transactions operate on a reimbursement basis only – unless the purchase is made directly by a member of the EC. If a purchaser is unable to provide initial funds, he/she should talk to the Utah ASDA President or Treasurer for the arrangement of a direct purchase.

All receipts for expenses must be obtained (please request that they are line-itemed, if possible). To obtain reimbursement, complete the *Reimbursement Request Form* and attach all applicable receipts. Reimbursements will not be granted if receipts are not included. Reimbursements will be issued in check form within 1 week of form submission, unless the reimbursement is dependent upon ASUU funding.

Please see next page for forms.



Reimbursement Request Form

1. Name of Payee: _____

2. Title of Program or Event: _____

3. Through which process were funds granted?

- Budget Process
- Additional Funds Request Form
- Other: _____

4. Reimbursement purchase requests:

Line Item/Purchase Description	Date of Purchase	Purchase Amount
		\$
		\$
		\$
		\$
		\$
Subtotal		\$
Total From Other Side:		\$
Total:		\$

(Additional items may be added on the next page if necessary).

5. Payee/Requestor Signature: _____

Date: _____

Original receipts must be submitted with this form. Reimbursements will not be granted if receipts are not included. Reimbursements will be issued in check form within 1 week of form submission, unless the reimbursement is dependent upon ASUU funding.

Please submit this form by hand or via email to Utah ASDA Treasurer.

(For EC use only)

Reimbursement Check Issue Date: _____

Check #: _____

