

# CRESCENTA VALLEY/GLENDALE GIRL SCOUT SERVICE UNIT

## **Policy re Reimbursements**

*Effective September 2011*

1. Reimbursements must be pre-approved.
2. Individuals who are entitled to monetary reimbursements will be notified of same during the planning stage of the event.
3. Although someone may purchase an item(s) for an event, this does not mean the individual will receive reimbursement for that purchase.
4. Receipts for reimbursements must be submitted to the Service Unit Treasurer within fifteen (15) calendar days of the event.
5. Reimbursements will be issued to the recipient within fifteen (15) calendar days of receipt of the receipt.
6. No receipt – no reimbursement.