



## SEATTLE PACIFIC & EASTERN RAILROAD



### 4<sup>th</sup> Division HO Modular Group

#### How to Be Reimbursed by the Group

November 21, 2016

The procedure for you as a Member to be reimbursed for goods or services provided to the Group has been revised at this time. These are the current procedures for reimbursement only from the 4D Liability account. Most goods or services provided to the Group are reimbursed from that account.

(Procedures that are outlined here do not apply to special items that are reimbursed by 4D directly such as mileage. For such items, comply with the procedure for reimbursement from 4D as set forth in its web site.)

We have tried to simplify the procedures for reimbursement from the Group into two methods as follows:

- (1) If you do not want to use a computer, then:
  - (a) Make or obtain a paper copy of the HO Modular Group Member Request for Payment form.
  - (b) Complete the form and attach copies of the supporting receipts or invoices.
  - (c) Email (preferred) or deliver the completed form and attachments to the Group Chairman.
  
- (2) If you want to use a computer, **which is preferred**, then:
  - (a) Make a file copy of the invoices or receipts supporting the claim.
  - (b) Open as a copy the HO Modular Group Member Request for Payment form adopted November 2016.
  - (c) Click on Fill and Sign on the right of the screen.
  - (d) Move the cursor to the spaces on the form that you need to fill in and complete the form.
  - (e) Click on the envelope icon upper left of the screen and send as an email attachment.
  - (f) Complete the email.
  - (g) Attach file containing the invoices or receipts.
  - (h) Send email to the Group Chairman.

Under either method, you can expect that, after the submission to the Group Chairman, for claims of \$100 or less, payment will be made at the next membership meeting and for claim of more than \$100, payment will be made within about a month.

For claims of \$100 or less, if you want payment at the same membership meeting as you intend to deliver the claim form to the Chairman, please notify the Chairman so that he will have the funds available at the meeting.

The next page contains a statement of the policy as adopted by the Executive Committee for reimbursement.



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#### **Agreement with 4D for Reimbursement of Expenses from the HO Modular Liability Account**

For small claims the present procedure should be followed except that the amount that may be obtained without approval should be increased from \$25 or less to \$100 or less and the cash fund held by the Group treasurer to pay those small claims should be increased from \$200 to \$250. Such small claims will be paid at Group members meeting from the cash fund held by the Group treasurer to a member only on presentation of receipts for the expenditure for the benefit of the Group without further approval. From time to time not more frequently than once a month, our Group treasurer will submit a request to the 4D treasurer for amount sufficient to bring the cash fund back to the \$250 limit. The request will be made by email on the accompanying proposed form for HO Group Member Request for Payment.

For all other request for payment of more than \$100, approval of the request must be obtained from our Executive Committee. Approval may be given at a meeting of the Committee or by electronic consent of all the Committee members. To obtain approval the member must complete the accompanying proposed form for HO Group Member Request for Payment and email the completed form and copies of the applicable receipt or invoice with a request for approval to the Group chairman or a member of the Committee who will present the claim for approval. When approved, the Group chairman will forward the claim form and support document to our Group treasurer. After recording the request, our Group treasurer will forward the claim form and supporting documents by email to the 4D treasurer who will pay the claim as instructed on the form. Any further questions about the claim should then normally be between the 4D treasurer and the member requesting the payment.

For the purpose of our Group records, the date that payment of a claim for \$100 or less is made or the date our Group treasurer forwards the request to the 4D treasurer, will be the date that the amount of the request will be charged against the 4D Liability Account for our Group records. Note that all requests are handled by email without paper.

(Note: At this time the office of Treasurer is vacant so that the duties of Treasurer have been assumed by the Chairman.)