



AJAPEU LODGE 2 ORDER OF THE ARROW

Expense Reimbursement

Ajapeu 2 requires that all expenses incurred on its behalf be pre-approved by an authorized Lodge, Committee, or Chapter Adviser. Except for the Ajapeu 2 Lodge Adviser, who is responsible to the Supreme Chief of the Fire for the day to day operations of the Lodge including its finances, expenses cannot be self-approved.

In addition to being pre-approved, all Ajapeu Lodge 2 expenses **MUST** be:

- reported using the current Expense Report Form
- submitted with original receipts
- promptly reported, i.e. within a month of the expense being made

If not, your expenses are subject to **NOT** being reimbursed. If your expenses have issues with any of the above conditions, including pre-approval, you can create an Expense Report Form, but you **MUST** contact a Lodge Adviser **BEFORE** attempting to submit it for reimbursement.

Please follow the procedure below to be reimbursed for pre-approved expenses:

1. Obtain pre-approval for your expense(s) before incurring them, preferably in writing or electronically
2. Make a copy of the original receipts **for yourself** because they will not be returned to you
3. Complete the form below to enter your expense information for up to 10 expenses after which an Expense Report Form will be created and emailed to you
 - If you have more than 10 expenses to report, another Expense Report Form must be created
4. Print and sign the Expense Report Form, attach your original receipts, and give it to the Treasurer (or the Treasurer's Adviser or a Lodge Adviser if the Treasurer is not immediately available)

After being reviewed, your Expense Report Form will either be submitted to Washington Crossing Council for reimbursement or returned to you if corrections are needed. If you have any questions, please send them to treasurer@ajapeu2.org.

The current Ajapeu Lodge 2 Expense Reporting Form can be accessed using the QR code or link below.



<https://forms.gle/rTUxtzre5sUFnZPe7>