

Expense Reimbursement

Approved 10/2/2025

Next Review Due: 10/2/2028

Introduction

Expense reimbursement is a method for paying volunteers and employees back when they spend their own money on business-related expenses. These expenses may include travel, hospitality, and small business related purchases.

Policy

Expense reimbursement is not intended for the routine purchase of supplies or other business related expenses. Purchase requests should ordinarily be made through the Executive Director or designee who will make the purchase directly using Lansing Makers Network funds. Amazon Business account access may also be granted for staff with frequent purchase needs.

Purchases for reimbursement must be pre-approved by the executive director or their designee.

Lansing Makers Network is a tax exempt organization. As a general rule, Lansing Makers Network will not reimburse sales tax. Every effort must be made to avoid paying sales tax. Documentation of Lansing Makers Network's exempt status are available to anyone making a purchase on behalf of the organization.

Documentation of each reimbursable purchase, such as a purchase receipt from the vendor, must be attached to the request. Requests without appropriate documentation will be denied.

All requests for reimbursement must be received within 60 days of the purchase.

Procedures

Volunteers or staff seeking reimbursement must submit the request via the online reimbursement request form, or the paper form and submitted to the Finance mailbox at the front desk. The executive director or their designee will review requests and approve, deny or request additional information. Requests are reviewed at least bi-weekly.

Once approved, an expenditure will be created in Quickbooks with the Reimbursement Request document and supporting documentation attached.

Reimbursement will be made through the bill payer feature of LMN's financial institution via mailed check or direct deposit. Direct deposit information must be collected by the financial institution and not supplied to LMN's staff. In extraordinary circumstances where bill payer cannot be used, the Executive Director or designee may create a hand-written check.