

## Procedure to request reimbursement for Trails Club Expenses

All TCO checks require two signatures. Most checks are signed once a month on the second Tuesday of the month at the TCO Board Meeting.

### Standard Process -

- Complete the required fields on a Voucher Form.
- Attach receipts to the back of the form.
- Obtain approval signature from the appropriate committee chair.
- Mail to Trails Club of Oregon, PO Box 1243, Portland, OR 97207.
- Treasurer processes and signs check.
- The Vice President reviews the voucher and signs the checks at the board meeting.
- Check mailed soon after the board meeting.

### Express Email Process - *Only* to be used if the funds are needed ASAP.

- Email the Treasurer and the appropriate Committee Chair the request including the required voucher information.
- Committee Chair sends an email approving or rejecting the disbursement to the Treasurer and the requestor.
- If approved, Treasurer processes the check and arranges for a second signature.
- Treasurer emails or calls the requestor when the check is ready.
- Requestor to bring receipts if picking up the check or mail them immediately as directed by the Treasurer.

The requestor should take into consideration that the process will take longer if there are holidays or vacations involved.

### Express Phone Process - This process can also be handled by phone.

- Requestor phones the committee chair with the request.
- Committee chair phones or emails the approved request to the Treasurer.
- Treasurer processes the check and arranges for a second signature.
- Treasurer calls the requestor when the check is ready.
- Requestor to bring receipts if picking up the check or mail them immediately as directed by the Treasurer.