

LPC Finance Guidelines

ALL expenses must be approved by the Area Director and/or the Area Finance Coordinator **PRIOR** to expense.

To make a funds request from the area, please follow this process:

1. Complete a [Funds Request Form](#)
2. Submit Funds Request Form with appropriate lead time to Area Finance Coordinator.
3. When requesting funds, first team specific funds will be used. If there is not enough funds in your team account, your Finance Coordinator will alert you and ask you to submit a [Grant Request Form](#).
 - These Grant Request will be taken to the AMT to vote based on eligibility and per budget allowance if the AMT can approve the supplemental use of funds.
 - In order for a team to be eligible for Area financial support, they must have submitted an annual budget, shown effort at raising their own funds independently, and participated in area wide fundraising events.
4. After Finance Coordinator approves the Funds Request Form and after funds are spent, complete a [Reimbursement Request Form](#).
 - Scanned or copied receipts must be legible to be accepted.
 - No verbal requests for expenditures will be accepted without written documentation.
 - Requests and receipts should be submitted within 30 days of the conclusion of the event.
 - Attach copies of quotes, when applicable.
 - Send any direct bills directly to the Area Finance Coordinator. These will not need to be included in the Reimbursement Request Form.
 - Any expense that teams do incur will only cover registered delegates.
 - If any of the above requirements are not met, LPC's may not receive the requested reimbursement or be asked to reimburse the incurred expenses if funds were advanced.

