

MPA Event Chair & Volunteer Reimbursement Process

Thank you for volunteering and chairing an event. Below are some tips on how to handle expenses and reimbursement for your event.

The MPA Chair and/or Treasurer will inform you of your budget.



The MPA Treasurer is available to assist you with budgeting and may also have information and/or documents from previous years to assist you with your budget.



Have vendors email you the invoices as they are initiated and forward to the MPA Treasurer (lorenzofamily@rogers.com), Montcrest Business Office (accounting@montcrest.ca) and MPA Liaison (gdalley@montcrest.ca).

(The invoices will be paid by the business office.)



If you incur out of pocket expenses, complete the MPA reimbursement form located on the MPA page of the Montcrest website. The form and scanned versions of the paper receipts should be electronically submitted to the 3 emails noted in the above box.

(A hard copy of the form and receipts can also be submitted to the Business office.)



If you need your budget increased, contact the MPA Chair and Treasurer who will review your request and reply within 48 hours. The MPA Treasurer will contact the Director of Finance if the budget increase has been approved.



The goal for most MPA events is to break even except for events such as the Spring Social & Pub Night in which fundraising is part of the goal.



Expense Form for Volunteers

Name: _____

Date: _____

MPA Event Name: _____

Form instructions:

1. List each individual receipt/invoice on a separate line.
2. Submit all receipts with the form (receipts can be scanned and attached if sending form electronically).
3. Remember to exclude personal items that may be on the receipt.
4. All expenses should be submitted within **2 weeks** after the event has occurred.
5. Submit form and receipts in person or electronically to everyone listed below:
 - a. Montcrest Business Office: accounting@montcrest.ca
 - b. MPA Treasurer: lorenzofamily@rogers.com
 - c. MPA Liaison: gdalley@montcrest.ca

<u>Store/Vendor Name</u>	<u>Item description</u>	<u>Receipt amount</u>	<u>HST Amount</u>	<u>Business Office Use Only</u>
	Total Amount Claimed			

Approval signature: _____