Convening Reimbursement Instructions:

For a convening expenses,

1. Coordinate with and get approval from the RC before spending the money.

2. Convenor sends the receipt to the RC along with a note requesting reimbursement.

3. The RC should approve and forward the request to VP Operations who approves, and forward on to the Treasurer, along with name and address for the recipient

4. Treasurer mails a check to the request originator.