



Clan MacLachlan Association of North America, Inc.

Request For Reimbursement

Name: _____ Date: _____

Address: _____

The following reimbursable expenses were incurred while performing requested or approved business on behalf of the Clan MacLachlan Association of North America, Inc. All receipts have been included.

Signature

Item	Description	Quantity	Unit Cost	Total Cost
Total:				

Return to: Bob McLaughlin
PO Box 2438
Cullowhee, NC 28723

_____ Check here if expense is to be charged against regional allocation.

Approvals: _____
 President/Vice President
 (required if over \$500.00)

_____ Secretary/Treasurer

CMANA, Inc., Reimbursable Expenses include the following:

1. **MEMBERSHIP NOTIFICATION EXPENSES.** Board approved costs associated with generating and mailing notifications to CMANA membership containing information on upcoming sponsored events and activities are reimbursable from either Regional and/or CMANA allocations. A *REQUEST FOR CMANA EVENT SPONSORSHIP* for the event must be on file at least 4 weeks prior to the event before approval can be given.
2. **NEWSLETTER EXPENSES.** Board approved costs associated with generating and mailing Regional and/or CMANA newsletters containing approved material are reimbursable from either Regional and/or CMANA allocations.
3. **CONVENING EXPENSES.** Board approved costs associated with convening at a sanctioned Scottish Highland Event are reimbursable from Regional allocations. Reimbursement of convening expenses from CMANA allocations *shall be at the discretion* of the Executive Board. Approved costs include the cost of space, tent/table/chair rental, program advertisement (business card size), and minimum value sponsorship package. A *REQUEST FOR CMANA EVENT SPONSORSHIP* for the event must be on file at least 4 weeks prior to the event before approval can be given.
4. **PHONE CALLS.** Costs associated with phone calls made on behalf of the CMANA may be reimbursed from either the Regional and/or CMANA allocations if approved, at least 1 day in advance, by the President.
5. **DISPLAY MATERIALS.** Costs associated with the acquisition of display materials for use at sanctioned Scottish Highland Events are reimbursable from Regional allocations. Reimbursement of display materials from CMANA allocations shall be at the discretion of the CMANA Executive Board. Purchases must be approved by either the applicable Regional Commissioner or a member of the CMANA Executive Board in advance of purchase. **Purchased materials becomes property of the CMANA and must be returned to the CMANA upon termination of service.**
6. **GENERAL BUSINESS.** Costs incurred by elected, appointed or designated officers associated with performing the day-to-day business of the CMANA may be reimbursed from either the Regional and/or the CMANA allocations. This includes, but is not limited to, preparation, duplication, postage, and packaging. All other requests for reimbursement shall be on an individual basis for approval by the board.

Board approved costs mean those costs that are approved for reimbursement by the CMANA Executive Board. This approval constitutes both costs given written general approval and costs approved through a specific application on an individual basis in advance of the expense.

The CMANA reserves the right to, at its discretion, deny any request for reimbursement. If denied, the requestor shall be notified in writing as to the reasons the request was denied and there shall be no recourse against the CMANA. For this reason, if there is any question regarding reimbursement on behalf of the petitioner, the petitioner should request a ruling in advance of making such an expenditure.