

**GMJA Guidelines/Rules**  
**Originally Approved: 2/28/16**  
**Revision Approved: 4/24/16**

**GMJA EXPENSE REIMBURSEMENTS OR DISBURSEMENT:**

1. All expenditures should be pre-approved by the appropriate Committee Chair, who will verify that the proposed expenditure is within the approved estimated costs and/or budget for the activity/workshop/show.
2. The member will then promptly complete a GMJA Request for Reimbursement form, obtain the Committee Chair's signature and submit the form, along with all receipts or documentation of reason for disbursement (i.e. Contracts, etc.), to the Treasurer. Committee Chairs and Board members should obtain the signature of their co-chair or another Board member.
3. All submitted receipts must be dated *within* the current fiscal year.
4. All GMJA Request for Reimbursement forms for the current fiscal year should be submitted to the Treasurer by the June membership meeting.