

RYE District Expense Reimbursement Process

1. Where possible, the RYE **District Team** should pay for expenses related to district RYE events.
YEO & YEC's: Before incurring a district RYE expense, please ask one of the district team members to process the expense. If this is not possible, then use the below process.
2. Complete a District Expense form to submit eligible expenses for reimbursement.
 - a. Receipts are required.
 - b. As of 08/2023, the district reimbursement form was located on the District Website under "Help Center". You may need your clubrunner id and password to access this member-only portion of the website.
3. Once you have completed the form, send the form with copies of your receipts to the RYE Chair for review and approval. For IB related expenses Include the IB RYE leader (inboundRYE6250@gmail.com) on cc for budget tracking purposes.
4. The District Chair will forward your request to the district's administrator so that you can receive reimbursement.

8/8/2023 JmO
12/27/2022 JmO