

**Thank you, in advance, for following the instructions listed below when you submit Deposit Slips and Reimbursement/Direct Pay Requests. Please insert these instructions in your binders, for easy reference.**

**“SRQG 2016 Deposit Slip” Instructions**

- Discard any version that is not titled “ 2016.”
- A Deposit Slip must accompany all cash/checks presented to Treasurer.
- Complete **all** blank lines on the form. Put a slash or “NA” if that line doesn’t apply to you. It is particularly important to fill in the “Project/Committee/Event” line.
- Please write legibly and use your name rather than initials.
- If you are submitting more than a single check or a single item of currency, please have a second person verify your count & math, and sign on the 2nd signature line.
- To protect both the Guild and the members collecting money, it is preferred that money collected at the meetings be counted/verified and submitted at the meetings. To that end, those who have lots to do may delegate this (as Sharon Fry does.)
- There are special forms for Membership and Workshops, as we need to get attendance count.

**“SRQG 2016 Reimbursement/Direct Pay Request” Instructions**

- Discard all versions of this form not dated “2016”
- All requests for reimbursements or payments must be accompanied by this form.
- Attach receipt(s). Please circle the amount on the receipt, indicating any calculations you have made (e.g., if half of an item is personal and half is Guild, or if only one item among many is Guild and sales tax needs to be calculated for that item.) This will make it easier to match the amount you are requesting to the amounts on the receipt. If there is no receipt, please explain on the Form.
- Submit this form with any invoice or bill that requires payment. Please circle the amount to be paid on the invoice or bill; indicate if check should be given to you or sent directly.
- Check the appropriate budget category. **If more than one category is involved, indicate how much of the reimbursement is attributed to each category.** You may submit a single request form for multiple categories.
- Have the committee chair/event coordinator sign your form.
- You may hand in forms at a meeting, mail them, or even scan them (and the receipts or invoices) and email them to the Treasurer.
- If you anticipate the reimbursement check being mailed, please include the mailing address on the form. (Or stick on one of your return address labels.)

These forms are on the Guild website, on the Download Forms page, and will also be available at the meetings. If you anticipate frequent deposits or requests for reimbursement, request a stack of forms from the Treasurer.

**Reimbursement Fee Schedule for un-receipted expenses:**

mileage reimbursement: 14 cents per mile (2015 IRS charitable mileage) for SRQG  
57.5 cents per mile for speakers/contract workers (2015 IRS)

Airport round trip mileage: \$30 plus bridge/parking, etc.

reprints: 5 cents per sheet black and white; 10 cents per sheet color

You will be notified if these rates change.