SAL Detachment of California Finance Procedure – Vouchers

For purposes of reimbursement for any travel by a qualified member of the Detachment of California you will need to have 1) permission to travel prior to travel from the Commander of the Detachment, and 2) all receipts or mileage from Mapquest for your travel. When submitting your filled out and signed voucher for reimbursement your email should include the following: 1) filled out and signed voucher in a Word doc, 2) scanned copies of all receipts and mapquest showing mileage, 3) copy or forward of the email asking the Commander for permission to travel, and 4) email utilizing the Subject line requesting reimbursement. Please see examples and specifics below.

All emails or correspondence regarding ANY reimbursement request should include at minimum the Finance Officer (CFO), The Finance Commission Chairman, and the Commander. As your voucher is processed it will be a reply to all adding the SAL Commission Chairman and the Department Finance person accordingly. Each step of the process should have clear communication so that all parties know whose / where in the process the voucher is currently.

Below details the process of properly filling out a voucher for reimbursement, the process for validating the voucher and processing for payment by the Detachment CFO, and the process for validating the voucher and processing for payment by the SAL Commission Chairman.

The following is the process for the REQUESTOR for reimbursement from the Detachment:

- Request prior approval from the Commander of the Detachment via email. The Commander's email address is 1tomidan@gmail.com. Once approved by the Commander you may proceed with your travel.
- Keep all receipts from travel.
- Print to PDF any mileage from Mapquest. This is a one way mileage, make sure you calculate your mileage round trip when filling out the voucher. Mileage is calculated at $.35 per mile. It you travel 50 miles showing on Mapquest that means you are travelling 100 miles round trip and your mileage can be calculated at 100 x $.35 = $35.
- Fill out voucher as follows:
    - Date – current date that you are filling out the form. Today.
    - Under Please Pay the Following Claims – THIS IS WHO IS BEING PAID. Put the Name and Address of the person being reimbursed.
    - Under the All Receipts … section – put in the date of the expense, the purpose of the expense (i.e. Hotel at Marriott, Mileage to Area 1 Meeting, Airfare to Fall NEC meeting, etc…), the amount of the individual expense, then the total of all expenses
    - Sign the voucher with your name and title – either a picture of your signature or a script in the Word font selections is fine. The important thing is your signature (however you want to do it) and your title.
    - Illustration of the boxes you fill out are as follows:

ph Styles

Date: _____

To: Department Adjutant
The American Legion - Department of California
1601 7th ST
Sanger, California 93657

PLEASE PAY THE FOLLOWING CLAIMS:

To: _____

Address: _____

City: _____

All receipts are attached hereto: The items listed below are chargeable to the following Accounts.

DATE	PURPOSE	ACCOUNT	AMOUNT
		TOTAL	

The block below is for Detachment use only.

Account	Budget	To Date	Balance

Payment requested by:

_____
SIGNATURE & TITLE

DO NOT WRITE BELOW
DEPARTMENT USE ONLY

- Once your voucher is filled out, save it as a Word doc. Call it something specific so that you know what and where it is. Example: *Voucher Matt Parsons Nat'l Conv 2017*
- Email to the CFO
  - Compose email – address it to CFO - Steve Schisler steve@synergywealth.com with a Cc to Finance Commission Chairman - Matt Parsons matt.f.parsons@gmail.com and Commander - Tomidan Jordan 1tomidan@gmail.com. Those are the people at minimum that should receive your email.
  - USE THE SUBJECT LINE – The subject line is there to help the person sending and the recipient. We are busy people, subject lines that say Mapquest directions or anything like that tend to get lost and thereby delayed. Your subject line should say something like **SAL Detachment of CA Reimbursement Request for Matt Parsons.**
  - In the body of the email you should state something like the following: "Steve, attached is my reimbursement request for my travel to the National Convention in Reno. Please process. Thanks. "
  - Attach the Voucher in a Word doc and all PDF receipts
  - Also attach your permission to travel from the Commander.
  - Send your email.

<u>The following is the process for the FINANCE OFFICER (CFO) for processing received vouchers requesting reimbursement for the Detachment</u>:

- Open all attachments and review for accuracy. Double check any math.

- Add appropriate line item / account number from the Detachment Budget Worksheet. When in doubt, consult the Finance Commission Chairman and Commander.
- Assign a voucher number to the vouchers. **For the 2017-2017 year please start at 2000**.
- Sign and Date the voucher in the appropriate place.
- Important to Note: Department should be paying the vouchers off the main line items. Those are the line items that should be reflected on the expense section. The Sons have a drill down section that reflects the line items on the Budget Worksheet. This is for the purpose of monitoring our actual expenses. Department doesn't need the drill down and the purpose is to simplify the procedure for them.
- Note: Often a voucher will be received in a PDF or another form. The CFO should reproduce the voucher in Word or kick the voucher back to the requestor. Occasionally you may get a voucher in the mail, yes the mail, in this case scan everything in and reproduce the voucher in Word. Often it doesn't do anyone any good to kick it back and it is faster to reproduce. Education is key.
- Illustration of the boxes you fill out are as follows:

City: _____

All receipts are attached hereto: The items listed below are chargeable to the following Accounts.

DATE	PURPOSE	ACCOUNT	AMOUNT
		TOTAL	

The block below is for Detachment use only.

Account	Budget	To Date	Balance

Note: All payments must be approved by person(s) responsible for disbursement of funds as allowed by the Department Budget. (i.e. Commission Chairman) Otherwise, this form will be returned for proper approving authority. All signatures or initials must be on this form prior to disbursement of funds. Send only original invoices - no copies will be accepted. If unsure, please call the Department Controller. ITEMS TO REIMBURSE = Hotel Expense, Air Expense, Mileage to and from at $.35 per mile, etc...

Payment requested by:

_____
SIGNATURE & TITLE

DO NOT WRITE BELOW DEPARTMENT USE ONLY	
Voucher Number:	
Date:	
Check Number:	
Detachment Finance Officer's Approval:	
S.A.L. Commission Chairman's Approval:	
Dept. of CA Approval:	

- Email the SAL Commission Chairman:
  - Forward the original email – address it to Commission Chairman Chris Affolter chris@aetnow.com with a Cc to Finance Commission Chairman - Matt Parsons matt.f.parsons@gmail.com, Commander - Tomidan

Jordan 1tomidan@gmail.com, and the Requestor. Those are the people at minimum that should receive your email.

- USE THE SUBJECT LINE – Add the voucher number to the subject line. Your subject line should say something like **Voucher 2000 | SAL Detachment of CA Reimbursement Request for Matt Parsons.**
- In the body of the email you should state something like the following: "Please process. Thanks. "
- Attach the Voucher in a Word doc and all PDF receipts, as well as permission to travel email.
- Send your email.

<u>The following is the process for the SAL COMMISSION CHAIRMAN for processing received vouchers requesting reimbursement from the Detachment CFO</u>:

- Open all attachments and review for accuracy. Double check any math.
- Sign voucher in appropriate place.
- Illustration of the boxes you fill out are as follows:

All receipts are attached hereto: The items listed below are chargeable to the following Accounts.

DATE	PURPOSE	ACCOUNT	AMOUNT
		TOTAL	

The block below is for Detachment use only.

Account	Budget	To Date	Balance

Note: All payments must be approved by person(s) responsible for disbursement of funds as allowed by the Department Budget. (i.e. Commission Chairman) Otherwise, this form will be returned for proper approving authority. All signatures or initials must be on this form prior to disbursement of funds. <u>Send only original invoices - no copies will be accepted.</u> If unsure, please call the Department Controller. ITEMS TO REIMBURSE = Hotel Expense, Air Expense, Mileage to and from at $.35 per mile, etc...

Payment requested by:

SIGNATURE & TITLE

DO NOT WRITE BELOW DEPARTMENT USE ONLY	
Voucher Number:	
Date:	
Check Number:	
Detachment Finance Officer's Approval:	
S.A.L. Commission Chairman's Approval:	
Dept. of CA Approval:	

- Email the Finance person at Department Theresa Granados.
  - Forward the original email – address it to Department Finance Theresa Granados tgranadosdoc@gmail.com with a Cc to CFO Steve Schisler steve@synergywealth.com, Finance Commission Chairman - Matt Parsons matt.f.parsons@gmail.com, Commander – Tomidan Jordan

1tomidan@gmail.com, and the Requestor. Those are the people at minimum that should receive your email.

- USE THE SUBJECT LINE – Add the voucher number to the subject line. Your subject line should say something like **Voucher 2000 | SAL Detachment of CA Reimbursement Request for Matt Parsons.**
- In the body of the email you should state something like the following: "Please process. Thanks. "
- Attach the Voucher in a Word doc and all PDF receipts, as well as permission to travel email.
- Send your email.

Important Contact Information:
Commander: Tomidan Jordan, 949-510-3619, 1tomidan@gmail.com
Finance Officer (CFO): Steve Schisler, 530-268-2400, steve@synergywealth.com
Finance Commisison Chairman: Matt Parsons, 949-795-3680, matt.f.parsons@gmail.com
SAL Commission Chairman: Chris Affolter, 909-251-2464, chris@aetnow.com
Department Finance: Theresa Granados, 559-875-8387, tgranadosdoc@gmail.com
Detachment Adjutant: Ned Fox, 916-531-1652, nedley70@surewest.net