

## **Unitarian Universalist Fellowship of Centre County**

**780 Waupelani Drive Extension**  
**State College Pa 16801**  
(814) 237-7605    [www.uufcc.com](http://www.uufcc.com)

### **Volunteer Reimbursement Policy**

#### Procedure:

1. All requests for reimbursement should be submitted on the Check Request Forms available in the office.
2. Requests must be approved by the individual responsible for the budget line item from which reimbursement is requested.
3. Invoices/receipts must accompany the form.

Electronic Versions of all of the above are acceptable.

#### Denominational Conference Travel:

1. Delegates may request reimbursement for travel or registration fees prior to attending General Assembly or Joseph Priestly District conferences.
2. Reimbursement decisions are made by the UUFCC Board of Trustees.

Revised and approved by the UUFCC Board of Trustees  
June 8, 2010

