



EXPENSE REIMBURSEMENT PROCEDURES

Expenses incurred on behalf of the Chicago Art Deco Society require prior approval. Prior approval can occur in three ways:

- 1) Line item on Board approved budget, not to exceed approved amount;
- 2) Board approval of expense(s);
- 3) Committee Chairperson approval of expense(s).

When expense has been approved and incurred, reimbursement requests and supporting documentation should be submitted to the Treasurer. The Treasurer will issue a check to the appropriate party.

Submit documentation to:

finance@chicagodeco.org

mmiller@chicagodeco.org

OR

Chicago Art Deco Society

PO Box 1116

Evanston, IL 60204-1116