**SOTA 1 expense reimbursement.**

**PROCEDURE:**

1. Get approval from steering committee
2. Save the receipts when you buy stuff.
3. Email the treasurer *SOTA1treasurer@gmail.com*. Include the following information:
	* Name and address to send the reimbursement check
	* Description of what was purchased
	* Receipt image - a picture from a cell phone camera is fine.
4. Treasurer will send reimbursement payment through “BillPay” at Marine Credit Union.
	* Billpay is a physical check sent from Marine Credit union to the recipient.

**EXAMPLE EMAIL:**

Subject: