Houston Striders Inc
Flowchart for Expense Reimbursement Process

Member incurs expense and has the original receipt

Member submits Google Form with details and uploads receipts to the following link-

https://forms.gle/ic39yJCxNvcbyy78A

Bookkeeper receives the form response and checks weekly

Is the submission complete?

Request missing info from member

Stop until info is recieved

Bookkeeper enters bill in QBO
- Vendor, date, amount, details and attaches the receipt
- Categorizes in correct expense account

Bookkeeper updates Google sheet tracker with date entered in QBO

The bill is submitted for approval in QBO-
-If < 2,000, treasurer approves
-If > 2,000, treasurer and president approve

fea

Treasurer and President check if expense is in budget and check the original receipts and appove the bill

Bookkeeper processes payment via:
- Bill Pay (ACH)
- updates the Google sheet tracker