

## PROJECT REIMBURSEMENT INSTRUCTIONS:

*Project Reimbursement Form is on the following page.*

### HOW TO COMPLETE THE PROJECT-REIMBURSEMENT REQUEST FORM:

- 1) Complete form as indicated. Be sure to include the address of where you want your check mailed.
- 2) Attach receipts. **Your receipts must be “clean.”** You cannot have personal expenses on your receipt, even if you are deducting them from your request.
- 3) Have your project chair sign off on the form.
- 4) Reimbursement requests are now processed through the State. Mail your form with receipts to:

Pulaski County Extension Office  
2901 W. Roosevelt Rd.  
Little Rock, AR 72204

### REIMBURSABLE EXPENSES

*NOTE: The project’s sponsor is expected to pick up a large portion of the project’s expenses. Project reimbursements from PCMG are NOT meant to replace the sponsor’s financial responsibility. The sponsor should be the first “go to.”*

*Project reimbursements are to be used for individuals that have spent their own money on project expenses that are not covered by the sponsor. Expenses that are reimbursable must be for things relating to the purpose of the project.*

*Examples for a bed-related type of project are:*

- *Plants, soil, and fertilizer*

*Examples of types of expenses that are NOT reimbursable are:*

- *Project socials,*
- *Office supplies, except for a project such as the River Market Clinic whose sole purpose is to answer gardening questions and educate the public; they create and provide educational flyers.*
- *Tools – Master gardeners are to bring their own tools.*

*Each project is allowed a maximum of \$400 reimbursable expenses annually. Amounts exceeding \$400 annually MUST be approved by the Board PRIOR to spending the money.*

