

Reimbursement Guidelines for FMPT Master Gardeners

This document outlines the Fulton, Mason, Peoria and Tazewell County Master Gardener (FMPT-MG) individual expense approval and reimbursement process.

Approval Process:

1. Any funding to be reimbursed must either be approved by the County Master Gardener Board or at the regular Master Gardener Monthly membership meeting, and documented in the minutes. E-mail approval by a majority of the MG Board members and/or membership is also acceptable.
2. If the expense is a part of an approved county or state mini grant, no additional documentation is necessary.

Reimbursement Process:

1. Only Master Gardeners can be reimbursed (no 3rd parties)
2. The original receipts should be provided (mailed or in person) within 60 days of expense to:
University of Illinois Extension
1505 Valle Vista
Pekin, IL 61554
Attention: Sheila Bolliger

Alternatively, receipts can be dropped off at the local extension office to be forwarded to Sheila.

- Master Gardener name should be written on receipt.
 - Reimbursement amount should be circled in ink
 - Multiple receipts should have individual amounts circled with a reimbursement total circled
3. Submitted expenses must follow the University of Illinois guidelines and should not include technology, permanent building structures, space rental, honorariums, utilities, mechanically driven equipment and other items the Master Gardener Board or membership deems unacceptable.
 4. Effective September 2017, Illinois state sales tax is now a reimbursable expense for MG volunteers. MG volunteers should no longer use the University of Illinois tax exempt letter. MG expenses that are in support of a non-profit organization (for example: Wildlife Prairie Park) may be able to use that organizations tax exempt letter when making project purchases.

Any questions, feel free to ask your respective MG county leadership team members.