



Affiliate Event Payments

Affiliate events that allow for payment in advance may be done by the Assistant Treasurer using an IABA Debit Card. This should help Affiliate Leaders avoid the inconvenience of tying up personal funds to pay for events.

The process will be as follows:

- 1) At least 30 days prior to the date of the event, the Affiliate Leader will email the relevant information to the Assistant Treasurer including the day and location of the event, the date the payment is needed, the contact information for the vendor(s), the expected number of attendees and the estimated cost.
- 2) The Assistant Treasurer will make the payment on or before the date the payment is needed.
- 3) The Affiliate Leader will send final receipts and the expense reimbursement form to the Treasurer or Assistant Treasurer no later than one month after the event concludes and in the same fiscal year that the event occurs.

Please review the “Expense Spending Guidelines” to ensure the event complies with the guidelines.

If an Affiliate Leader fails to submit receipts for any event in a timely manner, the Affiliate may be disallowed from using this benefit for at least one year.