

Using your Penguicon Budget

What to spend the budget on:

Your budget can be used to cover the costs of consumable and permanent property items of Penguicon. This can include materials for workshops, demonstrations, food tasting, events, etc. All events that receive funding from a Penguicon budget must be public events. Please consider your needs for the entire convention BEFORE spending your budget. If you want to spend most or all of your budget on a single item, you must contact me first.

THE BUDGET IS NOT FOR: personal use, registration badges, hotel accommodations, travel expenses, paying for your friends, or paying panelists to speak. If you have the slightest concern about if something is appropriate, email me first to check before you spend. Inappropriately spent funds will not be reimbursed. Remember, just because you did it before does not mean it will be approved again.

How to spend:

There are two basic ways you can access your budget:

1. You spend the money out of pocket and get reimbursed. Only appropriately spent budget money will be reimbursed.
2. You contact the treasurer (Amanda Long-Adams, treasurer@penguicon.org) and provide her with the information about what you need to purchase. She can complete an online purchase for you if you send her the link, or you can provide an invoice from the vendor and will handle the payment. She will only approve appropriate expenses as described above.

Reimbursement:

Reimbursements are approved by the Head of Programming for all track heads and project managers. Only appropriately spent budget money will be reimbursed.

You must submit a Penguicon Expense Report form along with the appropriate receipts in order to be reimbursed. The form can be found here:

<http://penguicon.info/doku.php/treasurer>

Submit the form and receipts to me for approval. I will pass it on to the treasurer, who will issue you a check for the refund.

Please submit your requests for budget refunds well before the convention. The treasurer is busy at the convention and it is not a good time to ask her for reimbursement. Try to get everything in early, at least by the last meeting before the convention. Otherwise, you will need to save your refunds for the wrap up

meeting after the convention.