Directions for submitting reimbursements UME Balt City MG Program

**Steps to submitting for a reimbursement as a UME Baltimore City Master Gardener:**

1. Get approval of any purchase by your committee chair, UME MG Coordinator, or BoA Executive Officer, **FIRST.**
2. **The person requesting a reimbursement** will fill out the BCMG Reimbursement Form\* and get it signed by your Committee Chair or an Executive Officer. Attach Digital copies of receipts.

\*You can download this from the UME BCMG BoA Team Drive. **Click on the”BCMG Reimbursement Form” then click “File” -> “Download as”.**

1. **Committee Chairs** will then email that signed form and the digital receipts to the treasurer: Baltcitymg.boardtreasurer@gmail.com
2. **The Treasurer** will thenfill out the UME Disbursement Form in the Team Drive. And Email that form and photo or scanned copy of receipts to the UME MG Coordinator, or Point of Contact in the Office. As of May 16th, 2019 that person is Tamara Scott tkscott1@umd.edu.
3. **The person requesting a reimbursement needs to MAIL** the 1) BCMG Reimbursement Form, and 2) original receipts to:

**UME Baltimore City Office**

**Attn: MG Reimbursement**

**6615 Reisterstown Rd Suite 201**

**Baltimore, MD 21215**

Questions about this can be directed to the Master Gardener Coordinator, our City Extension Director: Manami Brown, mbrown4@umd.edu