

Fraternity of the Stigmata of St. Francis

Memorandum

January 9, 2022

Treasury/Finance Policy

RE: Expense Reimbursement

PURPOSE: To assure proper internal control and documentation of Fraternity in accordance with NAFRA-USA guidelines.

All requests for reimbursement of expenses must be submitted on the Fraternity of the Stigmata of St. Francis Travel/Reimbursement of Out of Pocket Expenses Form attached to this memorandum.