



Buona Fortuna
Lodge 2835
ORDER
Sons and Daughters of Italy
IN AMERICA

How to Submit Reimbursement Expenses for Lodge Expenses

If you've incurred expenses associated with Buona Fortuna Lodge events such as Festa Italiana, CEC events, or other committee-approved activities, here's a step-by-step guide on how to submit your receipts for reimbursement.

Please note: **All expenses must be submitted within 30 days of the event** to ensure timely processing. Whenever possible, please check with the appropriate **Committee Chair or Financial Secretary** before making purchases for items related to the Lodge Budget.

You can find the necessary forms on our website, BuonaFortunaLodge.org — tab over to **Membership**, or click here: **Buona Fortuna Lodge Membership Page**.

⚠ To ensure your reimbursement request is processed promptly, we strongly encourage use of the **Online Version** whenever possible.

Note: How-to videos are provided at the end of this document to guide you through the process.

There are Two Ways to Submit Your Expenses:

1. Online Submission (Recommended), Link to >> [On Line Check Request Form](#)

This is the easiest method and can be done from your computer or smartphone.

Steps:

- Use your smartphone to **capture an image of your receipt as a PDF**.
 - Complete the **online reimbursement form** and upload your receipt PDF.
 - After submission, a confirmation screen will appear. It's a good idea to either **print the screen** or **write down the confirmation number** for reference.
 - Your completed form will be automatically sent to the **Financial Secretary**, for review.
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2. PDF Submission, Link to >> [Print Version](#)

If you prefer the manual option, you may:

- Print the reimbursement form and attach your receipts.
 - Then either:
 - Hand-deliver the documents to the Financial Secretary, or
 - Scan the completed form and receipts into a **single PDF** and email to:
BuonaFortunaFinancialSecretary@gmail.com
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Guidelines for Receipts

- Receipts must be **formal** (e.g., itemized, store-generated), not email confirmations or handwritten notes.
 - If a vendor didn't provide a receipt (e.g., at an ice kiosk), you may submit a **credit card charge from your bank or credit card statement** in its place.
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Tax Exempt Note

Buona Fortuna Lodge is a **Tax-Exempt Organization**. If needed, we can provide you with a copy of our **Tax Exempt Documentation** to present at the time of purchase. Please request this in advance when planning your purchases.

Need Assistance? If you have any questions or need help with the process, contact: 📞 **Ralph Caiazza** – 203-494-7984 or email BuonaFortunaFinancialSecretary@gmail.com

Thank you for supporting our Lodge activities — and for being mindful of our budget by keeping expenses modest and purposeful!



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Essential Documents for Lodge Members

Access important forms, guidelines, and resources to support your membership.

Bylaws

- **Florida Grand Lodge Bylaws**
Rules and regulations governing the Florida Grand Lodge.
- **National OSDIA Supreme Lodge Bylaws**
Official bylaws of the Supreme Lodge.

Financial Forms

- **Request for Expense Reimbursement (Online)**
Submit expense claims quickly through our online form.
- **Request for Expense Reimbursement (PDF)**
Download and complete the reimbursement form offline.
- **Request for Travel Reimbursement (PDF)**
Claim travel expenses using this downloadable form.
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Opportunities & Applications

- **Scholarship Applications**
Explore and apply for educational scholarships.
- **Charity Request**
Submit a request for charitable contributions.

Membership Resources

- **New Member Questionnaire**
Help us learn about you to enhance your experience.
- **Italian Holidays**
Discover key holidays celebrated in Italian culture.

Video: [How to Use Your Iphone to Scan Photos and Documents and Create PDF's](#)

Video: [How to Scan Photos and Documents using your Android Phone to Scan Photos and Documents to create PDF's](#)