

4010

REIMBURSABLE EXPENSES AND PROCEDURES

(approved 8/99; 4/11; 1/14; 9/17)

SECTION 1 DESCRIPTION: Reimbursable expenses are defined as those expenses that are approved in the annual budget or sanctioned by the board.

SECTION 2 PROCEDURES: (A) Expenses shall be recorded on the expense form.

Forms may be secured from the corporation office.

(B) Forms shall be submitted to the corporation office for approval. The director approves corporation office expenses; the president approves board of directors' and director's expenses; the president approves committees' expenses.

SECTION 3 EXCEPTIONS: (A) Board members and committee chairs are asked to donate any personal presentations for sponsored activities such as the convention, workshops, seminars, evening sessions or partial day presentations.

(B) When an honorarium is warranted for an event, board members and committee chairs may receive an honorarium at the current rate, plus expenses, as approved by the executive committee. The executive committee must approve other areas for which board members and committee chairs may be compensated. Any exceptions to the above may be considered with board of directors' approval.

(C) If a board member, committee chair or a committee member donates an entire day (six hours) of a personal presentation, then expenses may be reimbursed.