

Section: Funding & Budget

Number: 200.2

Subject: Expense Reimbursement

Date: Revision 02

Reviewed 4/06

Revised July 2007

Policy Statement: Facilitates reimbursement proceedings for those expenses incurred as a result of approved SCAPAN funding.

Procedure:

1. Only those monies (expenses) that have been previously approved by the BOD may be submitted for reimbursement. Exceptions will be discussed at a BOD meeting and may or may not be approved based on the intent of the expenditure.
2. A paid receipt must accompany all requests for reimbursement.
3. The SCAPAN expense (see sample form) form must be completed and signed by the person submitting for a reimbursement – and must have the receipts attached.
4. The committee chair prior to expenditures must have approved monies expended for committee work.
5. Requests for reimbursement should be submitted to the treasurer within 30 days of the expense.
6. The treasurer reserves the right to withhold a reimbursement if prior approval from the BOD was not given.

Advance Reimbursement: ALL requests for advance reimbursement must be submitted to the Treasurer with a statement of request as to the reason for advance reimbursement. The BOD must approve all advance reimbursements.

Any monies that distributed with advance reimbursement that are not used for the slated purpose MUST be returned within 14 days.

Original 10/97

Last revision July 07