

BROWARD COUNTY CHAPTER REIMBURSEMENT POLICY

General Procedures

Business expenses to be reimbursed by the Chapter must be preapproved before the expense is incurred, except for those expenses identified as regular or anticipated (i.e. meeting facility, etc.). It is the responsibility of the Board of Directors to forecast these expenses as a part of the annual budget process. Limits shall be defined for all preapproved expenses.

Expenses should be reasonable, commensurate with the nature of the business assignment, and within the guidelines set forth in this policy statement. In all cases, those who incur expenses on behalf of the Chapter shall operate so as to keep the Chapter's expenses to a minimum. All expense reimbursement requests should be submitted in a timely manner. The Chapter reserves the right not to reimburse the expenses if the report is submitted more than sixty (60) days after the expense is incurred.

Travel-related expenses for attendance at events such as the RIMS Conference & Exhibition, Florida Educational Conference, RIMS-on-the-Hill, etc. will be approved by the Board of Directors based on the benefit to the Chapter by the attendance of the Board position.

Expense Guidelines

- **Air:** Reimbursement for preapproved expenses will be made for the actual cost of travel to and from a meeting, not to exceed the cost of direct route, coach class. The use of discounted or other economical fares is required, when available.
- **Hotels:** Every effort should be made to find reasonable hotel accommodations depending on geographic location, seasonal travel, etc. The Chapter does not reimburse for luxury class hotels, with the exception of designated hotels that are included in limited, assigned meeting/conference room blocks. Reimbursement for preapproved expenses will be made for room charges, including taxes, for accommodations at minimum available rates. Items such as mini-bar charges, in-room movies, dry cleaning, health club fees, telephone use, etc., are considered personal charges and are not reimbursable.
- **Meals:** Reasonable, actual preapproved expenses for meals (when the Chapter or other parties do not provide meals in kind) will be reimbursed. Meals associated with attendance at conferences and similar events will not be reimbursed; exceptions to this rule (i.e. group or hosted meal) must be approved by the Chapter President or highest ranking officer in attendance.

Meal expenses commensurate with conservative business practices may be incurred by Chapter Board members where it is deemed necessary and appropriate (i.e. lunch or dinner with prospective Member, Board meeting, etc.). Full details and justification should be provided with the expense reimbursement request.

Disbursement/Payment Guidelines

- All payments made from the Chapter's account(s) require the Treasurer's signature. In the Treasurer's absence, or in the event the Treasurer is submitting an expense for reimbursement, another authorized signature must be used.
- Under no circumstances should the individual submitting an expense reimbursement request be permitted to sign the expense check.
- Checks over **\$1,000** require two (2) signatures, except for regular or anticipated expenses such as meeting facility, etc.
- The Chapter debit card should not be used to pay for Chapter expenses. Checks or reimbursement of expenses shall be the method of payment.