

PERSONNEL
REIMBURSEMENT

Reimbursement Procedures

Staff will be reimbursed for travel and other necessary expenses incurred while on Association business as authorized by Association policy. Expenses shall be submitted and accounted for in writing to the Department of Business Services. Expense forms not submitted within 30 days require Executive Committee approval for payment. Expense forms not submitted within 45 days shall not be reimbursed under any circumstances. All requests for reimbursement shall be accompanied by receipts except those expenditures for nonmeal tips and highway tolls.

Staff expense reimbursement forms shall be reviewed, approved and signed by the submitting staff person's supervisor. In the case of the Executive Director, the Director of Finance shall sign the reimbursement form. In the absence of that person, the Director of Finance designee shall sign the form. The staff member assigned responsibility as chief financial staff member shall approve all expense forms and monitor that all subapprovals at the department level, as well as documentation required to substantiate the expenses, are provided.

Authority: BD 5/78
 BD 6/80
 BD 1/82
 BD 1/86
 BD 12/88
 BD 10/89
 BD 10/90
 BD 9/94
 BD 10/00
 BD 3/16

See Also: GO/4133
 GO/4133.6
 GO/8260

Gratuities

The Executive Director shall annually establish rates for gratuities.

Authority: BD 6/80
 BD 9/94
 BD 3/16