

Handcrafted Soap Makers Guild, Inc

Organizational Policy

June 7, 2006

General Expense Reimbursement Policy for Volunteers

The Handcrafted Soap Maker's Guild (HSMG) relies upon the generous contributions of time and talent from its members without compensation. However, it is necessary for the HSMG to provide reimbursement of reasonable out of pocket expenses incurred by its members in conducting the affairs of the association. The HSMG General Expense Reimbursement Policy for Volunteers is intended to:

- » Provide a standard for the reimbursement of out-of-pocket expenses incurred by its volunteers in conducting the formal affairs of the HSMG.
- » Exercise fiscal constraint with its members' funds while providing fair compensation to its volunteers' out-of-pocket expenses.
- » Cover all volunteers while engaged in authorized HSMG work, including, but not limited to the President, Board of Director's, Committee Members and Advisory Council.

Reimbursable Expenses

The following are reimbursable expenses:

- » Purchases of general office supplies, books, awards, & presentation gifts.
- » Long Distance Telephone calls, postage and shipping expenses.
- » Photocopying and facsimile use expenses. These will be reimbursed at rates established by the Board of Directors.
- » Travel, Hotel and Meal expenses. Travel, Hotel and Meal Expenses are authorized within the policies and limitations established by the HSMG Travel Policy.
- » Guest Speaker fees and expenses are authorized within the HSMG Speaker Contract.
- » Miscellaneous expenses deemed reasonable and necessary not otherwise described by this policy may be allowed with approval by the Board of Directors.

Non-Reimbursable Expenses:

The HSMG does not allow reimbursement for costs incurred for the following:

- » Personal Purchases
- » Entertainment and Social Activities
- » Alcoholic Beverages
- » Interest Charges for late payment of bills.
- » Parking, traffic or other fines and penalties
- » Personnel costs or professional services unless specifically authorized by the Board of Directors.
- » Lease or rental fees for office space or equipment used in conducting the formal affairs of the HSMG.
- » Expenses which are recoverable from a third party.
- » Any cost specifically disallowed by any other HSMG Policy.

Reimbursement Procedures

All requests for reimbursement of expenses must be

- » Pre-approved by the appropriate person authorized to approve expenses for the specific activity or cause. No one may approve expenses for himself / herself. Both the person submitting the expense and the person authorizing reimbursement are responsible for insuring the expenditure is reasonable and necessary.
- » Made in writing, signed and dated by the person requesting the reimbursement.
- » Accompanied by receipts or adequate documentation of all expenditures.
- » Submitted within 60 days of incurring the expense.

Liability

The financial liability of the HSMG to any committee or project is limited to the funds budgeted for it in the current approved budget of the HSMG. If any volunteer, board member, or committee incurs a liability that is greater than the funds so budgeted, or incurs a liability in excess of the amounts allowed by this policy, such liability may be the personal obligation of the individual responsible for incurring or authorizing the liability.

Exceptions

Any exceptions to these policies must be presented to the Board of Directors in writing. Approval of any exceptions require a majority vote of the HSMG Board of Directors.

Written by:

Policies, Procedures and Bylaws Committee
Jackie Thompson, Julia Cregar and Joan Wysocki,

Approved by:

Board of Directors
June 7, 2006