

ORGANIZATIONAL POLICY

June 7, 2006 (v5)



EXPENSE REIMBURSEMENTS

The HSCG provides reimbursement of reasonable out of pocket expenses incurred by its members, employees and contractors in conducting the affairs of the association. The HSCG Expense Reimbursement Policy is intended to:

- 1) Provide a standard for the reimbursement of out-of-pocket expenses incurred in conducting the affairs of the HSCG.
- 2) Exercise fiscal constraint with its members' funds while providing fair compensation for out-of-pocket expenses.
- 3) Cover all personnel while engaged in authorized HSCG work, including, but not limited to the President, Board of Directors, Committee Members, Conference Speakers, contractors and employees.

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 within the scope and limitations established by the HSCG *Travel Policy*.
- ◆ Conference Speaker expenses which are authorized under an executed HSCG Speaker Contract.
- ◆ Expenses for meals, entertainment and/or social activities undertaken for the benefit of the HSCG. Such expenses must be approved in advance by the Executive Director.
- ◆ Miscellaneous expenses deemed reasonable and necessary but not otherwise described by this policy may be allowed with approval by the Office Manager.

NON-REIMBURSABLE EXPENSES

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

- ◆ Personal Purchases
- ◆ Alcoholic beverages
- ◆ Interest Charges for late payment of bills unless charges were incurred due to failure of the HSCG to reimburse in a timely manner.
- ◆ Parking or traffic tickets or other fines and penalties

- ◆ Personnel costs or professional services unless specifically authorized by the Executive Committee and/or Board of Directors.
- ◆ Expenses which are recoverable from a third party.
- ◆ Any cost specifically disallowed by any other HSCG Policy.

REIMBURSEMENT PROCESS

In order to be reimbursed, all requests for reimbursement of expenses must be:

- a) Made in writing on an approved Expense Form, signed and dated by the person requesting the reimbursement; and
- b) Accompanied by copies of receipts or other adequate documentation; and
- c) Submitted to the HSCG Office Manager in accordance with current HSCG reimbursement procedures; and
- d) Received by the date specified in any applicable contract or within 30 days of the date the expense was incurred.

Expenses for which an Expense Form is not received, where receipts or documentation are not received, or where the information is received after the deadline **WILL NOT BE REIMBURSED**.

Reimbursements may take up to seven to ten (7 - 10) business days from the date of proper submission of reimbursement request. Reimbursements will be issued via HSCG check and sent by mail to the address specified on the Expense Reimbursement Form.

LIABILITY

If any volunteer, board member, contractor, employee or committee incurs a liability that is greater than the approved amount, 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 exception requires a majority vote of the HSCG Board of Directors.

Approved by the Board of Directors
June 7, 2006

History:

June 7, 2006	(v1) Original publication date. Written by Policies, Procedures and Bylaws Committee
Jan 11, 2007	(v2) Revised to add reimbursement of interest charges if it is the fault of the HSCG and to provide for reimbursement by PayPal.
June 30, 2009	(v3) Revised to clarify roll of the Executive Committee and to shorten the title
Oct 7, 2013	(v4) Amended to include name change to HSCG, as well as post titles, and to update the procedure for submitting expense reimbursements.
March 20, 2018	(v5) Revised to include reimbursement for certain entertainment or social activities and to update reimbursement procedures.