

Policy on Reimbursement of Expenses

1. Board Officers and Directors may be reimbursed for ordinary and necessary expenses incurred in the course of carrying out the normal obligations and tasks of their roles performed on behalf of the club. When appropriate, an Officer or Director who will be requesting such reimbursement for a particular expense should alert the Board to this ahead of time and indicate for Board approval the amount of the expense.
2. Members who perform particular and special works authorized by the Board may be reimbursed for all expenses incurred in the fulfilling of such works or tasks, upon determination by the Board that the expenses are fair and reasonable for the work and that the work performed is in the Chapter's best interest, and that the Conflict of Interest Policy will be followed by the Board. Any member who wished to be approved for any particular project should present the proposal to the Board, including an estimate of expenses, for approval by the Board.
3. The Main Club Director, and the Alternates when so selected, may be reimbursed for travel and lodging expenses when taking part in official Main Club Board, Directors, and Committee meetings.
 - a. Travel will be reimbursed at the per mile rate currently allowed by the IRS for charitable mileage.
 - b. Lodging, which shall be arranged by the Main Club, will be reimbursed at cost.
4. Other Board Officers, Directors and/or Committee members who take part in a Main Club meeting, with the prior approval and authorization from the Board, may be reimbursed for out-of-pocket expenses in relation to travel and lodging (as outlined in paragraph 3 above).
5. Board Officers and Committee members who incur other out-of-pocket expenses related to the ordinary and necessary performance of their duties (example, printing and mailing expenses) may apply for reimbursement of their expenses.
6. For all reimbursements, the Reimbursement Form, with receipts attached, will be submitted in a timely manner to the Treasurer.
 - All expenses require a receipt.
 - Camp Chair may spend up to \$250 without prior board approval each time.
 - Commissary person may spend up to \$100 without prior board approval each time.
 - Except as mentioned in this policy, all other expenses require the Board of Directors approval.