



## **Payment/Reimbursement Policy & Procedure**

### Policy

The Chapter will pay Chapter related expenses directly to the vendor subject to the approval of the President and the Board of Directors.

Expenses may be reimbursed if an individual paid Chapter related expenses from personal funds subject to approval of the President and the Board of Directors. Expenses to be reimbursed must be submitted to the President with receipts within 30 days of the purchase date.

All Chapter related expenses must be reasonable.

The Chapter, an IRS-approved 501(c)(3) organization, is tax-exempted as outlined by the IRS, and all efforts must be made to utilize this benefit.

### Procedure

1. Complete the Payment/Reimbursement Voucher Request and attach all receipts.
2. Submit the completed Payment/Reimbursement Voucher Request to the President.
3. The President will review the Payment/Reimbursement Voucher Request and attached documentation to ensure all expenses are Chapter related and proper documentation is attached.
4. If approved by the President, the President will submit the completed Payment/Reimbursement Voucher Request to the Treasurer and the Secretary, and the Secretary will place the Payment/Reimbursement Voucher Request on the agenda of the next board meeting.
5. If approved by the Board, the Secretary will indicate the amount and date approved and submit the Payment/Reimbursement Voucher Request to the Treasurer for payment.
6. The Treasurer will ensure payment, indicate the amount and date paid, and submit the Payment/Reimbursement Voucher Request to the Secretary to be saved in the Chapter's official records.

*Approved on November 27, 2018*