

VIETNAM VETERANS OF AMERICA CALIFORNIA STATE COUNCIL

STATEMENT OF OPERATION POLICIES & PROCEDURES FOR REIMBURSEMENTS

This travel and business expense policy exists to manage the CSC's cash assets and obligations of the routine activities.

The policy is effective until modified or rescinded. Recommendations for changes or additions to this policy should be made to the Finance Committee Chair.

The Treasurer and Finance Committee have a vital need to know when the CSC has been financially obligated. This policy exists to facilitate the Treasurer's responsibilities to accurately record, pay and report financial transactions of the council.

REIMBURSEMENT GUIDELINES FOR OFFICIAL CSC BUSINESS EXPENSES

- There will be no double dipping of any requested reimbursements. If reimbursement is received from another source, CSC will not pay.
- All CSC members should share transportation and lodging when possible to keep expenses as low as possible.

TRAVEL

- Travel will be reimbursed at the lesser mode of travel.
- Auto: \$.50 per mile
- Airline Tickets: Reimbursement at coach level if cost is less than driving or with approval.
- Taxi, Train, etc.: Reimbursement upon submission of receipt.
- All non-budgeted travel at CSC's expense must be approved before the travel is scheduled. Request for travel will be directed to either the President or Treasurer for approval. Request should be submitted in writing and should include the name of the traveler, dates of travel, destination and purpose and a deadline for decision. It is used as a positive control measure to estimate travel costs, to gain approval for the travel, and to account for those costs.

LODGING

- When a contract with the hotel exists, reimbursement will be limited to the negotiated rate. When no contract exists, reimbursement will be limited to \$120.00 per night, excluding taxes, unless prior approval has been gained from the CSC President or Treasurer. Rooms will be shared whenever

possible. However, reimbursement is still limited to \$120 per night per room.

POSTAGE/OFFICE SUPPLIES

- Expenses incurred, within budget guidelines, for normal business supplies used for CSC business, will be reimbursed. For large office supplies and excess mailings, approval from the State Council President and/or Treasurer must be gained prior to incurring the expense.

TELEPHONE

- Costs associated with telephone usage will be reimbursed if previously approved.

MEALS

- Meals will be reimbursed at the flat rate of \$35 per day.

NON-BOARD MEMBER REIMBURSEMENT

- The CSC does not pay for committee chairpersons to attend the Quarterly meetings. The Board of Directors may make exceptions to this statement.
- Any non-board member doing business for the CSC may be reimbursed for expenses while doing official CSC business provided that person has received prior approval from the CSC President. Non-Board members will comply with the same rules applied to the CSC Board in regards to the guidelines set for reimbursement.

UNAUTHORIZED/RESTRICTED EXPENSES

- Unauthorized expenses Include, but is not limited to:
 - Movies in hotel rooms or other places.
 - Tickets to events unrelated to VVA activities.
 - Alcoholic beverages.
 - Meals in excess of \$35 per day.
 - Purchase of personal items.
 - Any other item not part of a VVA CSC activity or event.
 - The President or Treasurer must approve exceptions to unauthorized or restricted expenses.

REPORTING DOCUMENTATION

- The Reimbursement Claim Form is available online at: <http://www.vvacalsc.com>. It is to be used by all individuals seeking reimbursement from the CSC.
- All reimbursements must be submitted on official CSC reimbursement forms with original, fax or copy of the receipt attached. If a receipt was not obtained, the claimant should enclose a brief note in place of a receipt. All requests and related receipts must be submitted to the Treasurer within 45 days of the expense. Requests submitted after the 45-day grace period

may not be honored and should be submitted to finance committee chair for consideration.

- The Treasurer is normally the ultimate approval authority for CSC reimbursement vouchers. The Treasurer, however, cannot authorize payment for his/her own expenses. Given the geographical distance of CSC Officers, the following procedure applies to the Treasurer writing his/her own reimbursement checks.
 - Treasurer electronically prepares the reimbursement voucher.
 - Completed voucher is emailed to the President.
 - The President approves or denies the request for payment and responds via email.
 - A copy of the return email is printed and attached to the reimbursement form.
 - If the request is approved, the Treasurer issues a check to himself/herself.
 - Copies of the request and corresponding emails are filed and retained for the interval specified for all reimbursement requests.

TIMELINESS OF SUBMITTING VOUCHERS

- As previously addressed, reimbursement vouchers must be submitted within 45 days of the expense. The following steps apply when a person submits a reimbursement voucher after the 45-day window.
 - In addition to the Reimbursement Form, the claimant must provide written documentation to the Finance Committee explaining why the claim is late.
 - No more than one late request per individual per year will be recommended for approval.
 - The Finance Committee will review the written request and meet with the claimant. The Finance Committee will evaluate the request and make a decision to the Board. The Finance Committee may recommend payment in full, partial payment or refer the entire matter to the Board.
 - No late claims will be recommended for approval after February 15 of each fiscal year.
 - As a condition of approval, late claimant agrees to appear before the full California State Council to explain the importance of meeting the established standards for claim submission.