

Expense Reimbursement Policy

Organization: Red Mountain Community Social Club

Effective Date: April 7, 2026

Approved by: RMCSB Board

1. Purpose

The purpose of this policy is to ensure that club members of Red Mountain Community Social Club (the “Organization”) are reimbursed for reasonable and necessary expenses incurred while conducting authorized Organization business, in a manner consistent with IRS regulations and nonprofit best practices.

2. Scope

This policy applies to all club members who incur expenses on behalf of the Organization.

3. Authorized Expenses

Expenses eligible for reimbursement include, but are not limited to:

- Supplies and materials directly related to Organization programs or events
- Event-related costs (venue fees, catering, decorations) approved in advance
- Other expenses pre-approved by the Board of Directors

Non-reimbursable expenses: Personal entertainment and alcohol, or any expenses not directly related to Organization business.

4. Reimbursement Procedures

1. **All expenses:** must be approved in advance by the Board of Directors.
2. **Documentation:** Reimbursement requests must include:
 - A completed Expense Reimbursement Form
 - Original receipts or equivalent proof of payment
 - Explanation of the business purpose
3. **Submission Deadline:** Requests should be submitted within 30 days of incurring the expense. Requests submitted after the financial closing of a fiscal year may not be reimbursed.
4. **Approval:** The Treasurer or designated board member will review and approve all requests.
5. **Payment:** Reimbursements will be issued by check or electronic transfer.

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5. Compliance

All reimbursements must comply with IRS rules for accountable plans to avoid being treated as taxable income. Fraudulent or improper claims may result in disciplinary action, including termination of volunteer service or employment.

6. Record Retention

All reimbursement documentation must be retained for a minimum of seven (7) years in accordance with IRS and nonprofit recordkeeping requirements.

7. Exceptions

Any exceptions to this policy must be approved in writing by the Board of Directors prior to the expenditure.

Policies and procedures are reviewed and revised at the direction of the Board President as needed or to align with changes in the law or changes in organizational practices.