

TESA EXPENSE REIMBURSEMENT POLICY

The TESA Budget as presented by the TESA Board of Trustees at the State Convention and adopted by the Convention Delegates for the ensuing TESA year contains all authorized officers, committees, and other funding. There are no other authorized funding and expenditures exceeding these levels that are normally permitted reimbursements. The Board of Trustees, during the TESA year, may transfer funds among budget line items, however, the total budget appropriation may not be exceeded. Budgeted contingency funds shall not be available without specific approval by the TESA Board of Trustees.

The TESA Board of Trustees, by means of their budgetary process, annually determine allowable reimbursable expenses for various categories which may be incurred by TESA officers and committee members such as, but not limited to: administrative expenses, mailing and shipping, individual travel and other expenses. Budgeted funds become available immediately following the TESA Annual Convention.

CATEGORIES OF ALLOWABLE EXPENSES AND ALLOWANCES

1. **Administrative expenses:** Items of an administrative nature required to execute a TESA officer's job or TESA program, i.e.: paper, pencils, postage, copies, trophies, refreshments or meals for the participants.
2. **Shipping/Mailing expenses:** Expense incurred when items must be moved to support a TESA officer's job or TESA program.
3. **Travel Expenses:**
 - A. **Mileage Allowance:** Will be consistent with the Grand Lodge authorization as of June 2021 is 40 cents (\$0.40) per mile. Only the owner/operator of the vehicle is authorized reimbursement. A properly filled out voucher must state the purpose of the trip and the charity hours and miles involved in the activity before reimbursement may be paid.
 - B. **Air transportation allowance:** **Reimbursement for air travel within the State of Texas is not reimbursable without written permission of the TESA President or President-Elect.** Reimbursement when traveling by air to and returning from an **authorized activity** is limited to the lowest available round trip at coach fare. One way flight reimbursement is restricted to the lowest available coach fare. **Air travel allowance limitations:** Reimbursement for coach airfare will not exceed the total one way or round-trip mileage allowance to the same destination.
 - C. **Per Diem allowance in lieu of Meal Expense Reimbursement:** Per diem allowance is authorized for TESA officers or committee members **required** to attend TESA meetings and clinics, meetings in other states, or the Grand Lodge Session as per current Grand Lodge policies. Per diem rate is **\$50** per day.
Lodging expense: Motel or hotel accommodation reimbursement for room, parking and taxes not to exceed **\$170.00** per night. This is payable in addition to the per diem allowance or meals reimbursement. Receipts must accompany voucher.
4. **Other expenses:** A TESA officer or committee member **required and/or asked by the TESA President** to attend the Grand Lodge National Convention is authorized reimbursement for the Grand Lodge Registration and all other expenses incurred if within the Trustee approved budget for that position/committee. If a TESA officer/committee member does not have the budget for Grand Lodge Convention expenses, approval of the TESA Trustees would be required for any budget overages/excesses.

EXPENSE REIMBURSEMENT

All expenses must be submitted on an official TESA Voucher ***with receipts and Charitable Record form attached.*** All vouchers must be submitted to the TESA Secretary for approval. After approval by the TESA Secretary, the voucher and receipts will be sent to the TESA Treasurer for payment.

VOUCHER FORMAT

The voucher may be submitted in Excel or PDF format. Electronic “signature” is provided for in the form. An attached spreadsheet documenting multiple trips or expenditures may be attached, with the totals reflected in the voucher itself. Electronic receipts (invoice receipts or scanned) are preferred, but not required.

ADVANCE PAYMENTS

Any TESA officer or committee chairman requiring an advance of funds to perform his/her duties may request, on a sliding scale determined by need, up to one-half (1/2) of their budget appropriation. Request must be submitted in writing to the TESA Secretary who, after approval, will present the voucher to the TESA Treasurer for payment of the approved advance. Any further funds from the budget appropriation will be paid only after receipt of a voucher with expense ***receipts*** supporting the advance payment. Additional advances are subject to the same requirements.

DURATION OF REIMBURSEMENT

Reimbursement will comply with the TESA year (June 1 thru May 31) commencing on the first day after the installation of Officers at the Annual State Convention and ceasing at the end of installation of Officers at the next Annual State Convention. Expenditures incurred during the Annual State Convention and cannot be completed prior to the end of the Convention will have until June 30 of that year to submit an approved voucher for reimbursement. The reason for the deadline of June 30 is that TESA must close its books in a timely manner. **No vouchers will be accepted for payment after June 30 following the close of the TESA Year (May 31 prior).**

EXCEPTIONS TO THIS REIMBURSEMENT POLICY

Any exception to this standard will require a written request to the TESA Secretary who will obtain approval from the TESA President, TESA President-elect and Chairman of the TESA Board of Trustees. If approved, the TESA Secretary will send the TESA Treasurer the voucher for payment.

DONATIONS

Any donations to support a TESA committee or program must be delivered to the TESA Secretary for deposit with the TESA Treasurer. **Failure to deliver donations to the TESA Secretary may result in forfeiture of the committee’s remaining expense budget.**

UNALLOWABLE EXPENSES

1. Use of committee credit card or checking account for personal use.
2. Co-mingling of committee funds from committee to committee.
3. Any voucher not signed and dated.
4. Any expenses without a receipt attached or TESA Trustee approval.
5. Any invoice and/or receipt that is deemed altered in any way.
6. Alcoholic beverages purchased with ENF money.
7. Vice President Elect training.
8. Vice President Elect, Officer Elect and newly appointed committee chairpersons will not be reimbursed for the annual State Convention at which they are installed or newly appointed. Advance payments are available following the above procedure.

9. Equipment, office or otherwise, purchased using officer or committee authorized funds. All equipment expenditures must be specifically authorized by the TESA Board of Trustees.