

San Diego Senior Women's Basketball Association

Expense Reimbursement Policy

Article I

Purpose

As a non-profit organization, stewardship of SWBA resources is essential. The purpose of the Expense Reimbursement Policy is to protect this tax-exempt organization's (SWBA) non-profit status by providing operating procedures for reimbursement of valid, SWBA business expenses. This policy addresses expense reimbursement, travel expense reimbursement, cash advances and check requests. To ensure appropriate financial controls and approvals are in place, all SWBA expenses will follow these procedures. This policy is intended to supplement but not replace any applicable state and federal laws governing nonprofit organizations.

Article II

Definitions

1. Expense

Any payable item directly related to and caused by operational activities of the SWBA. Expenses must be directly or indirectly related to the Mission of the SWBA and must be incurred in conjunction with activities pre-approved by the Board of Directors.

2. Member

Only active members (see Bylaws) acting on behalf of the SWBA and executing SWBA business may submit a request for expense reimbursement, travel expense reimbursement, a cash advance or a check.

3. Request Types:

a. *Expense Reimbursement Request* is submitted after a member has paid a pre-approved SWBA expense. Whether the member chooses to donate the expense amount or not, an Expense Reimbursement Request Form will be submitted for all valid SWBA expenses.

b. *Travel Expense Reimbursement Request* is submitted after a member has completed pre-approved SWBA related travel. Travel related expenses include transportation, lodging, meals and other related items. Travel costs are allowable when they are directly attributable to specific work under an award or are incurred in the normal course of administration of the SWBA.

SWBA will reimburse members for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles. Reimbursement of meals when there is no overnight travel will be paid by SWBA only when the meal has a defined business purpose.

c. *Cash Advance Request* is submitted only when pre-approved SWBA related travel or other expense is authorized and individual funds are not available to pre-fund the expenditure. The minimum amount of a cash advance is \$100.

d. *Check Request* is submitted when the SWBA expense, payee and amount are known sufficiently in advance to secure an advance payment via SWBA check.

4. Authorization

All SWBA related expenses are authorized either by the annual budget process or by the Board of Directors. Only the Director, Assistant Director or Secretary of the SWBA may authorize reimbursement/payment. The Treasurer may not solely authorize reimbursement/payment.

5. Timing

Expenses should be turned into the Treasurer for reimbursement no later than 15 days from expenditure.

Article III Forms

Forms are found on the following pages. All forms are in an Excel format and readily available on our website. It is suggested that the form be filled out electronically, printed out and then signed.