

Board of Directors Expense Reimbursements

1. Records, Expense Reports, and Reimbursements
 - a. Records
 - Receipts are required for expenses greater than \$50.00. For expenses \$50.00 or less, a list of the expenses and the names of those who incurred the expense is to be made on an Expense Report. Forms with missing information or documentation will be returned to the Director for completion.
 - A record of Directors Expense Reports and reimbursements will be retained by the corporation for no less than four years.
 - b. Expense Reports
 - The Board President will examine and approve, as appropriate, the Directors Expense Reports for Directors and Executive Director. The Vice President will examine and approve, as appropriate, the Directors Expense Reports for Board President.
 - Directors Expense Reports should be completed within 30 days of incurring the expense.
 - c. Reimbursements
 - Reimbursements are to be requested using the Directors Expense Report.