

Rotary Club of Nashoba Valley



Club Expense and Member Reimbursement Procedure Guidelines

Background

Since its founding in February 2012, the Rotary Club of Nashoba Valley has focused on local and international community service projects while establishing itself as a new club. In furtherance of this and other Club goals, the Club and its members incur expenses. A streamlined and centralized procedure for receiving and approving payment requests will facilitate monitoring and forecasting of Club expenses.

Member expenses may be reimbursable, if approved by the Board. Club expenses should be forecast and presented as early as possible to understand budget implications and to ensure prompt payment to our members, suppliers, and partners.

Purpose

The purpose of these guidelines is to establish a policy and procedure for approving Club expenses and reimbursements for Club expenses.

Club Expenses

Unless approved as part of the fiscal year budget: Club expenses of \$25 or more must be approved by the Board prior to being paid. Members requesting payment or reimbursement for Club expenses must submit an Expense Reimbursement Request Form to the Treasurer for presentation to the Board at a regular Board meeting. Should the expense be \$25-\$50, the President can approve the expense without obtaining board approval. All expenses greater than \$50 require the Board to vote on whether to approve the expense.

Club Member Reimbursements

- Members must receive approval from the Board prior to incurring an expense, using the Expense Reimbursement Request Form. Members are not assured reimbursement if an expense is incurred prior to receiving approval from the Board.
- Expenses and reimbursements must be approved by a majority vote of the Board.
- Following approval by the Board, the Treasurer is authorized to make payment. Payment may be made either immediately, or if directed by the Board, be delayed.
- In order to receive payment, members must provide proof of the approved expense, usually done in the form of a quote, an invoice, a receipt, and/or a cancelled check or credit card statement.
- If a member incurs an approved expense but fails to fulfill the purpose of the expense, reimbursement may not be granted. For example: signing up for a seminar but not attending it.
- Expenses must be paid from specific sources; for example, General Fund, project accounts for specific projects, and so on.

Approved by vote of the Board at a regular Board Meeting on May 13, 2013.

Updated by vote of the board a regular Board Meeting on September 3, 2013.