

Greater Cincinnati Orchid Society

Reimbursement of Expenses Policy

The Greater Cincinnati Orchid Society ("GCOS") may reimburse certain expenses to its directors and members.

Requirements for reimbursement of expenses:

Goods:

1. The expenditure must be authorized in advance by the board, or by an officer. Expenditures that were not authorized in advance will be made solely at the discretion of the board.
2. A receipt (original or copy) must be presented to document each item in a request for reimbursement.

Travel:

1. Travel reimbursements must be authorized in advance by the board. Travel expenses not authorized in advance will be made solely at the discretion of the board.
2. GCOS may elect to reimburse expenses fully or partially. Only documented expenses will be reimbursed. GCOS does not use a per diem rate in place of documentation of expenses, although it may limit documented reimbursements to a per diem maximum.
3. Mileage shall be paid at a rate not higher than the approved federal mileage allowances.
4. Requests for payment shall be in writing, shall include the applicant's statement that the expenses were made for the benefit of GCOS and are accurately submitted, and shall include the applicant's signature and the date of the request.

General Policies:

1. All reimbursements shall be approved in writing by a disinterested officer. The board may delegate approval of expenses below a certain amount to an officer other than the Treasurer.
2. The Treasurer shall pay properly documented and authorized expenses.
3. The Treasurer shall maintain records documenting the nature of all reimbursed expenses.
4. GCOS reserves the right to reimburse expenses periodically or once at the end of each year, so as to avoid excessive small transactions.
5. GCOS does not maintain petty cash or reimburse from a petty cash fund.
6. Requests for reimbursement of expenses need to be made not more than 45 days after the expense was incurred. Expenses older than 60 days are not normally paid. Expenses should be submitted with consideration of GCOS's need to close its accounts for the prior year (i.e. after a certain point in January, items cannot be charged against last year's budget).