

## **WRVTU Expense Reimbursement Guidelines**

All current chapter members who volunteer to attend meetings, purchase items, obtain materials or perform acts on behalf of the chapter are eligible to be financially reimbursed.

Members must follow the rules and guidelines below or reimbursement will be denied.

For documentation purposes and proper tracking, no reimbursement will occur if not accompanied by a completed ***WRVTU Reimbursement Form***.

The ***WRVTU Reimbursement Form*** may be submitted to the treasurer physically or via electronic means and must include either physical receipts or legible scans of all receipts.

Reimbursement is by chapter check.

## **General Expense Reimbursement Policy**

- Members must contact the Chapter President and/or Treasurer for prior authorization of all expenditures.
- Email contact is the preferred way to seek authorization.
- A ***WRVTU Reimbursement Form*** with receipts for line items appearing on the form must be submitted to the treasurer before reimbursement is given.
- Members or individuals can be reimbursed up to an amount of \$200.00 with the approval of the Treasurer and/or President.
- Reimbursement of amounts exceeding \$200.00 and less than \$1,000 must receive prior approval from the President and Treasurer and the Board of Directors.
- Reimbursement amounts over \$1,000 will be communicated to the general membership for comment and voting by the Board of Directors.

## **Travel, Conference, and Meeting Expense Reimbursement**

- Members representing the chapter at a conference or meeting and expecting reimbursement must have prior approval from the President.
- Registration fees are eligible for reimbursement, in addition to travel expenses, with prior approval from the President.
- For travel expenses, reimbursement is limited to mileage and lodging up to \$200 at the President and Treasurer's authorization.
- A ***WRVTU Reimbursement Form*** with receipts for line items, including mileage, must be submitted to the treasurer before reimbursement is given.
- A short, written summary report will be submitted by member(s) attending a conference or meeting at which they represent the chapter.
- Any meeting minutes and actionable items needed by the chapter are documented and provided to the Secretary & President. These will then be provided to the Board of Directors.

### **Project and Fundraising Event Expense Reimbursement**

- All fundraising events will operate from a completed **WRVTU Event Budget** approved by the board. All work projects will operate from a completed **WRVTU Project Budget** approved by the board.
- Reimbursement for items purchased and other pertinent expenses for the event do not need prior approval by the Treasurer/President if it falls within the approved budget.
- A **WRVTU Reimbursement Form** with receipts for budgeted items must be submitted to the treasurer before reimbursement is given.
- Unexpected expenses which exceed the anticipated expenses on the approved budget must first be approved by the President/treasurer and communicated to the board.
- A report of the event expenses and any income must be promptly transmitted As soon as possible after the conclusion of the event, to the treasurer and President using the completed applicable **WRVTU Budget Report** form.

### **Financial Requests by Partner Agencies and Organizations**

- All requests for financial support from the WDNR, US Forest Service, State TU, National TU, and other partner organizations are to be presented in writing to the board for consideration.
- All requests for funding will be considered and voted on at a regularly scheduled meeting of the WRVTU Board of Directors.
- Due to TU and IRS policy, financial support cannot be given to other 501c3 non-profit organizations.
- The chapter shall not establish scholarships.
- The board may choose to financially contribute to qualified organizations which align with our mission at the board's discretion and vote.