



ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION (ADSOEF)

REIMBURSEMENT POLICY

OPERATING POLICY

Effective Date: 03/20/2023

Review Date(s): 03/20/2023

Revision Date(s): 03/20/2023

Number of Pages: 2

I. Expense Vouchers

- A. Expense vouchers are available at adsoef.org and may be submitted electronically or in hard copy
- B. Receipts for purchases must accompany all vouchers except mileage vouchers
- C. Vouchers for awards shall be submitted following Committee recommendation and subsequent BOD approval
- D. Completed expense vouchers and receipts must be sent to the ADSOEF Chairman within thirty (30) days of the incurred expense
- E. The Chairman shall send the approved expense voucher within ten (10) days to the ADSOEF Treasurer who will finalize the payment within fourteen (14) days
- F. June expense vouchers and receipts must be submitted to the ADSOEF Chairman no later than June 15

II. ADSOEF Board of Directors Meetings

- A. Mileage* for ADSOEF Directors and invited guests for in-person meetings
- B. Supplies and duplicating for in-person meetings
- C. Meeting space charges are paid by ADSOEF. Every attempt should be made to schedule meetings at venues that do not charge for meeting rooms such as public libraries, etc.

III. Official BOD Business

- A. Mileage* for official ADSOEF business

IV. ADSOEF Committee Meetings and Committee Business

- A. Mileage* for ADSEOF committee members and others who are invited for in-person meetings
- B. Supplies and duplicating for in-person committee meetings
- C. Mileage* for official committee business

V. ADSOEF Annual Meeting

- A. Lodging at the hotel at one-half the cost of the room. If the Annual Meeting is held in conjunction with the OSO Convention, Leadership Conference, or other OSO meetings, one-half the cost of the lodging at the hotel at the OSO rate for a standard room per night will be covered.
- B. Mileage* for an in-person ADSOEF Annual Meeting

VI. Chapter Presentations

- A. Mileage* for ADSOEF representative
- B. Lodging for a standard room upon preapproval of the ADSOEF Chairman

*The driver shall be reimbursed at the rate approved by the BOD. The current mileage rate is \$.30/mile (thirty cents per mile) for the driver of the car.