ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION (ADSOEF)

REIMBURSEMENT POLICY

Operating Policy

Effective Date: 04/22/2017

Review Date(s): 03/20/2023; 11/20/2023; 02/17/2025; 05/19/2025; 11/17/2025; 09/21/2026

Revision Date(s): 06/29/2918; 09/15/2018; 03/20/2023; 11/20/2023; 05/19/2025; 09/21/2026

Number of Pages: 2

I. EXPENSE VOUCHERS

A. Expense vouchers are available on request 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 Board of Directors (BOD) approval.

D. Completed expense vouchers and receipts must be sent to the ADSOEF BOD Chairman within thirty (30) days of the incurred expense.

E. The BOD 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 BOD Chairman no later than June 15 for payment in the current fiscal year.

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

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. ADSOEF DIRECTORS, NECESSARY CHAIRMAN AND COMMITTEE MEMBERS

(attending OSO convention without holding ADSOEF annual meeting)

A. Lodging at the hotel at one-half the cost of the room at the OSO rate for a standard room per night will be covered.

B. Mileage* for an in-person convention without holding the ADSOEF Annual meeting.

VII. CHAPTER PRESENTATIONS

A. Mileage* for ADSOEF representative.

B. Lodging for a standard room upon preapproval of the ADSOEF Chairman.

VIII. BIENNIAL SEMINAR COMMITTEE CHAIRMAN AND MEMBERS

A. Lodging at the hotel at one-half the cost of the room at the negotiated rate for a standard room per night will be covered.

B. Mileage* to attend Biennial Seminar

C. Mileage* and meals to plan Biennial Seminar

*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.