



# ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION (ADSOEF)

## REIMBURSEMENT POLICY

### OPERATING POLICY

**Effective Date: 03/20/2023**

**Review Date(s): 11/20/2023; 03/20/2023**

**Revision Date(s): 11/20/2023; 03/20/2023**

**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 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 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. 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.