



# Alpha Delta State Ohio Educational Foundation

## REIMBURSEMENT POLICY

### OPERATING POLICY

**Effective Date:** 4/22/2017

**Review Date(s):**

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### I. AUTHORIZED EXPENDITURES

- A. Board of Directors may receive reimbursement for Board meetings, committee meetings, and the Foundation Annual Meeting.
- B. ADSOEF will reimburse the Board of Directors for:
  - 1. mileage at the same rate established by Ohio State Organization;
  - 2. supplies and duplication costs;
  - 3. lodging at the same rate established by Ohio State Organization with Board approval.
- C. ADSOEF committee members may receive reimbursement for:
  - 1. mileage at the same rate established by Ohio State Organization;
  - 2. supplies and duplication costs.

### II. REQUIREMENTS

- A. Reimbursement requires a signed, completed voucher submitted to the Board chairman within 30 days of the expenditure. The chairman will then send the voucher to the treasurer for payment.
- B. Mileage is calculated from the member's home to the meeting site using a mapping application such as Google Maps.
- C. Receipts for expenses shall be attached to the voucher.
- D. Expenditures will be paid only in the fiscal year in which they occurred.