**THE PURPOSE OF THIS POLICY**

The is a policy for the officers to submit expenses report for reimbursement.

**EXECUTIVE BOARD MEMBER RESPONSIBLE FOR THIS POLICY**

VP Governance and Policy.

**THIS POLICY APPLIES TO:**

PMI Madison Chapter Volunteers submitting expense report for reimbursements

**POLICY WORDING:**

1. Expense reports must be submitted within two weeks after the return of travel. Any report submitted after 60 days will not be reimbursed.
2. Meal receipts should include the amount of the tip (if any). A standard tip of up to 20% is allowed.
3. Alcohol is eligible for reimbursement as part of meal only.
4. Expense reports should indicate the budget owner, purpose and budget line item, and a list of attendees. Meeting minutes can be attached to capture the list of attendees where appropriate (board meetings, etc.)
5. Copies of tickets, invoices, etc. should be provided and will be considered as receipts.
6. Receipts are required for all expenditures requesting reimbursement. The same is required for purchases with the chapter check card. Payment may be delayed until information provided is verified to be correct.
7. All expenses on an expense report should fall into the same budget line item. Expenses for additional budget line items must be submitted on separate expense reports.
8. Failure or deviation from policies set forth will result in the expense report being returned without payment.
9. Mileage is reimbursed per the IRS Standards Mileage Rates for Business.
10. Volunteers can submit their expenses report online - <https://docs.google.com/forms/d/e/1FAIpQLSe3eFodghlzxI40RdlN3ouODNt8LATVnjxZC6j7msJx5rfhSQ/viewform>

Note: For more details on travel policy see chapter handbook sections – S. Expense Guidelines and T. Travel Reimbursements.

Expense report template: 

This policy was approved by majority Board vote on **12/22/2016**;

Revision History:

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| --- | --- |
| Date | Modifications |
| 05/02/2018 | 1. Modified PURPOSE OF THIS POLICY section. 2. Modified THIS POLICY APPLIES TO section. 3. Modified POLICY WORDING section and added new item no 10. |