



Expense Reimbursement Policy

1. Purpose

The Board of Directors of the Atascadero Printery Foundation (APF) recognizes that its directors, officers, volunteers, and staff may be required to incur expenses from time to time to conduct business on behalf of APF or to further its mission. The purpose of this policy is to ensure that:

- a. Adequate cost controls are in place
- b. Purchases, travel and other expenditures are appropriate, and
- c. A uniform and consistent approach is provided for the timely reimbursement of authorized expenses.

It is the policy of APF to reimburse only reasonable and necessary expenses incurred which are directly related to the work or services provided for the APF. Directors, officers, volunteers and staff are expected to exercise discretion and good judgement with respect to business expenses, to recognize the fiduciary responsibility of the organization to its donors, and to be cost conscious and spend money as carefully and judiciously as possible.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation that may be encountered. Thus, the individual is expected to apply these policies on a conservative basis and where the policy is silent, to exercise good business judgment.

2. Authorization

The Treasurer may issue expense reimbursements and make expenditures not anticipated in the annual budget only if authorized by a majority vote of the Board of Directors.

For expenses already included in the annual budget, authorization may be given by

- a) Chair or co-chair of the committee overseeing the budgeted expense as delegated by the board of directors (i.e. fundraising & event expenses by the Fundraising Committee or building & maintenance expenses by the Building Committee);
- b) Board Officers, who may authorize budgeted expenses not overseen by an existing committee

Expenses more than \$500: Payment for all goods costing more than \$500 must be made directly by the APF unless an exception for using personal funds is pre-authorized in writing by the APF Treasurer.

3. Procedure

- a. Directors, officers, volunteers and staff working on behalf of the APF will be reimbursed for expenses, or receive an allowance to cover expenses, in accordance with the provisions of an IRS-qualifies “accountable plan.” Allowable expenses must meet the following three requirements:
 1. **The expenses must be for APF business.** No personal expenses, even though incurred while engaged in work for APF, will be reimbursed.
 2. **The expenses must be adequately accounted for within 60 days after incurred.** An itemized Expense Reimbursement Claim Form must be provided, including documentary evidence of expenses such as vendor receipts, credit cards receipts, cancelled checks and/or invoices substantiating time, place and business purpose of the expense.
 3. **Any excess reimbursement or allowance must be returned with 60 days following receipt.** Any advance allowance must be reasonably calculated not to exceed the amount of anticipated expenses and must be made within 30 days prior to incurring the expenses.
- b. Expenses for direct purchases of materials, supplies and services for APF will be reimbursed at cost. Examples include, but are not limited to, printing, promotion, postage, awards, signs, fax charges, purchase or rental of equipment for APF activities.
- c. It is not currently APF’s policy to reimburse travel expenses such as transportation, meals or lodging for travel to or from any APF activities. Travel expenses are only reimbursed if expressly preauthorized by a majority vote of the Board of Directors. If preauthorized, travel on behalf of APF will be reimbursed at the standard federal mileage or *per diem* rates in effect at the time of the expense is incurred.
- d. Expenses of any type that may be perceived by the board of directors as lavish or excessive or otherwise inappropriate for a nonprofit public benefit organization will not be reimbursed.
- e. Reimbursements exceeding \$500 require two approval signatures (in addition to the signature of the individual submitting the reimbursement) consisting of the Treasurer and one other board officer.