

American Association of University Women

Bethlehem Pennsylvania Branch

Expense Policy

effective July 1, 2014

The Board of Directors of the Bethlehem Branch of the American Association of University Women recognizes that board members, officers, and members of our Branch may incur expenses to operate the Branch and to further the mission of this nonprofit organization.

The purpose of this Policy is to ensure that adequate cost controls are in place, expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by all. It is the policy of the Branch to reimburse reasonable and necessary expenses incurred by members.

When incurring business expenses, the Branch expects everyone to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report should be submitted in a timely manner taking into consideration the amount and type of expenditure.

The Expense Report, must include:

- The individual's name, address and phone number.
- The program or category that the expense pertains to, along with a description of the expenditure.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent (for example: gifts, meals) in order to conduct Branch business.
- Documentation must be attached.

Reimbursement will be within 2 weeks of submitting your expense report to the Branch Finance Officer. A check will be sent to your address of record.

Receipts

- Receipts are required for all expenditures. Written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable) will be accepted. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented. Canceled checks can also be utilized to request reimbursement.

Meetings and or Programs

- Reasonable expenses incurred for branch meetings and programs. Detailed documentation for any such expense must be provided, including:
 - Date and place of meeting
 - Nature of expense
 - A description of the purpose for the activity including the specific Branch matter discussed or the program matter
 - Vendor receipts showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable) should be provided.

Personal Cars

- Members can be compensated for use of their personal cars when used for branch business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the rate per mile used by AAUW - PA.
- **Parking/Tolls**
 - Parking and toll expenses, including charges for hotel parking, incurred by members traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the member and will not be reimbursed.

Other Expenses

- Office supplies, postage and miscellaneous supplies needed to maintain or perform AAUW activities will be reimbursed.

Non-reimbursable Expenditures

- AAUW maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement.

Direct Billing

- It is possible to have the vendor direct bill the Branch. A member can also forward the bill to the finance officer for direct payment to vendor.
- Vendor Bill showing the vendor's name, a description of the services provided, the date, and the total expenses needs to be provided.
- A description of the purpose for the expense and the applicable program needs to be sent to the finance officer in writing. An email is the recommended form of notification.