

# AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

## Bethlehem Branch

### Expense Policy

The Board of Directors of the Bethlehem Branch of the American Association of University Women recognize that board and branch members may incur expenses to operate the Branch and to further our mission.

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 requires everyone to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money judiciously.
- Report expenses, supported by required documentation, in the month incurred.

### Expense Report

**Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense report should be submitted at the time of the expense and is available on the branch website.**

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.
- 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.
- **Original 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

- Original receipts are required for all expenditures. A credit card receipt, canceled checks or statement may be used as documentation.
- Members may 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, parking and tolls will be allowed at the rate per mile used by AAUW - PA.

## **Other Expenses**

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

Honorariums must be requested on expense request form and recipients asked if check is to be made to self or another organization.

6/21