

*National Environmental Health Science & Protection Accreditation  
Council*

## **POLICY & PROCEDURES MANUAL**

Title:	<b>Expense Reimbursement Policy</b>		
Policy No.	<b>2.06.01</b>	Chapter:	<b>Internal Operations</b>
Proposed:	<b>May 5, 2005</b>	Proposal No.:	<b>2005-11</b>
Adopted:		Adopted By:	Vote of the Executive Committee

**Purpose:**

To provide guidance for the reimbursement of expenses incurred by Council Members in the course of service to the Council.

**Policy:**

**1. Travel**

- a. All travel for EHAC other than site visits will be pre-approved by Council Treasurer to ensure that the expense is in the budget and that it has been assigned an appropriate budget line.
- b. Travelers should not make airline or hotel reservations until travel has been approved.
- c. Travelers are strongly encouraged to make travel arrangements well in advance (30 days if possible) of travel so that costs may be minimized.
- d. Travelers should purchase the least expensive airline tickets available even if they are non refundable. Do so only after travel dates are locked in.  
Note: Some airlines will allow changes to travel dates for \$50 to \$100 per change.
- e. Travelers may submit a request for reimbursement for expenses incurred prior to travel (non refundable airline tickets, advanced payment for hotel, etc.) and then upon completion of travel can submit a supplemental reimbursement request for additional travel expenses.
- f. Receipts for travel related expenses \$25.00 or more needs to accompany reimbursement requests.
- g. Allowable expenses include: mileage (at IRS allowable rate), rental cars, hotel, taxi, parking, airline tickets, baggage handling, meals, and business related telecommunications and postage.
- h. Travelers should submit a final expense report to the EHAC office within 10 business days upon completing travel.
- i. Expense reports must be submitted on the standard form and may be submitted by email, fax or U.S. Mail. Receipts may be submitted either by mail or fax.
- j. Expenses will be forwarded by the EHAC office to the Treasurer for review.

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**2. Emergent or Incidental**

- a. Council members may incur incidental expenses in the course of fulfilling their council responsibilities.
- b. Council members may spend up to \$50 dollars at a time without prior approval from the Executive Committee.
- c. Expenses may include but are not limited to office supplies, telecommunication expenses, mailing, copying or other reasonable expenses.
- d. These expenses may be reimbursed by submitting an expense report accompanied by receipts to the EHAC office.
- e. The EHAC office will request approval for reimbursement from the Treasurer.
- f. The Treasurer will assign the appropriate budget line for each expense.

**3. Other Expenses**

- a. Expenses incurred on behalf of the Council by its members for amounts greater than \$50 must be pre-approved by the Council Chair and the Treasurer.
- b. The Treasurer will ensure that all such expenses are contained within the budget and assigned to an appropriate budget line.
- c. Reimbursement will be made after a request for reimbursement accompanied by receipts is submitted to the EHAC office.
- d. The EHAC office will request approval for reimbursement from the Treasurer.

**4. Reimbursement**

- a. Expenses incurred on behalf of the Council are a financial burden to its members and should be avoided or minimized.
- b. It is the responsibility of EHAC to ensure timely reimbursement. Receipt of reimbursement checks should occur within ten days of the EHAC office receiving all reimbursement documentation.
- c. In the event the Treasurer does not review and approve reimbursement requests promptly, the EHAC Executive Director can authorize provisional payment.

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