

Reimbursement of Expenses Policy



Version:	1.0
Approved:	March 4 th , 2019

Purpose:

The purpose of this policy is to provide guidelines for eligible expenses, limitations, conditions, and procedures for reimbursement of expenses incurred by Directors or Volunteers of the MST making an expense claim.

Definitions:

Volunteer	A member of the MST acting on behalf of the MST.
Director	A member of the Board of Directors of the MST.
Board	The Board of Directors of the MST.

Policy:

1. Reimbursement of Expenses

- 1.1 The MST will reimburse Directors and Volunteers for reasonable expenses. This may include travel fares, accommodations, meals, tips, telephone charges, and purchases made on behalf of the organization. Any single expenditure over \$100 must be pre-approved by the Board.
- 1.2 If Volunteers use their vehicles for travel on behalf of the MST, mileage and parking fees will be reimbursed. The MST will not be responsible for fuel, maintenance, traffic or parking violations.
- 1.3 All payments of the MST's funds shall be substantiated by invoices or statements certifying expenditures on behalf of the MST.
- 1.4 Original receipts are required for reimbursement of all expenses, including:
 - Original boarding passes for airplane/train travel
 - Credit card receipts
 - Merchant receipts
- 1.5 Receipts must be accompanied by a summary which outlines:
 - The nature of the expense
 - The name and titles of the individuals involved
 - The purpose for the expense
- 1.6 Expense summaries must be submitted with receipts within 60 days to the Treasurer, and must be approved by the Treasurer.
- 1.7 All efforts will be made to reimburse valid expenses within 30 days

2. Travel Guidelines

- 2.1 Volunteers are encouraged to fly economy class with the lowest available airfare for non-stop travel.
- 2.2 If a car rental is required, Volunteers are requested to rent mid-sized or compact vehicles. Volunteers will be reimbursed for the fuel costs associated with renting a vehicle.
- 2.3 Volunteers will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

2.4 The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses occurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc