

***EAST CASCADES AUDUBON SOCIETY***  
***Reimbursement Policy***

**PURPOSE OF THIS POLICY:**

This policy explains what expenses the East Cascades Audubon Society reimburses and the procedure for obtaining reimbursement. The policy is designed to comply with federal "accountable plan" rules that enable reimbursements to be excludable from the recipient's income.

**IN GENERAL:**

All requests for reimbursement should be sent to the Treasurer, and all requests, other than mileage, must be accompanied by a receipt or paid invoice. If the reason for the request for reimbursement isn't self-explanatory, a written explanation must be provided. Only expenses necessary for East Cascades Audubon Society activities are reimbursed. Personal expenses are not reimbursed.

**TIME FOR SUBMITTING REQUEST:**

Requests for reimbursement should be submitted as soon as possible. Requests for reimbursement received more than 60 days after the expense is incurred will not be reimbursed unless a later request for reimbursement is approved as part of a program, such as the Winter Raptor Survey.

**MILEAGE:**

Reimbursement for mileage driven on East Cascades Audubon Society business or activities is available only if the Board or Executive Committee has approved reimbursement of mileage in connection with the activity involved. Reimbursement will be made at the rate of 14 cents per mile. The request for reimbursement must be in writing. It must include the date, the starting point and destination of the trip, the miles driven, and state that the driver will not claim a charitable deduction for the miles driven.

**CONFERENCE AND TRAVEL EXPENSES:**

Reimbursement for conference attendance and travel-related expenses is available only if the Board or Executive Committee has approved the travel in advance. Meals will be reimbursed only if they are in connection with a scheduled conference activity or if overnight travel is involved. Only reasonable and necessary expenses for meals and lodging will be reimbursed, and the amount reimbursed for meals is limited to the federal per diem meals and incidental expense allowance for the location involved. Approval of mileage reimbursement is assumed in the case of conference attendance and travel approved by the Board.

**OTHER EXPENSES:**

In general, reimbursement for other expenses requires advance approval of the expenditure (though not of the vendor or precise amount) by the Board or Executive Committee. However,

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expenses by Board members for postage, office supplies, printing, copying, and similar items needed for the day-to-day functioning of the organization do not require advance approval by the Board or Executive Committee if they are within the amount set aside in the East Cascades Audubon Society budget. In addition, Committee expenditures do not require advance approval if they are within the budget approved for that committee by the Board.

Adopted by the Board of Directors on April 5, 2011.

Signed:

*Mary Oppenheimer*

Mary Oppenheimer, Secretary  
East Cascades Audubon Society