

Expense Reimbursement Policy



for the *International Sand Collectors Society, Inc.*

1. Purpose

The Board of Directors of the **International Sand Collectors Society, Inc.** (the “Society”) recognizes that board members, officers, and members (“Personnel”) of the Society may incur expenses from time to time to conduct organizational business and to further the mission of this non-profit organization, for example, shipping costs, items procured for conferences, and fees for the use of conference venues. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of the Society to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, the Society expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend the Society’s 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.

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at within six (6) months from the date it was incurred, must include:

- The individual’s name,
- The name and affiliation of all people for whom expenses are claimed (i.e., people by whom money is spent in order to conduct the Society’s business), and
- An itemized list of all expenses for which reimbursement is requested.

3. Receipts

Receipts are required for all expenditures billed directly to the Society. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written, scanned, or electronic versions of receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including taxes and fees (if applicable).

4. Travel

The Society does not reimburse Personnel or guests for any travel expenses or travel-related expenses.

6. Lodging

The Society does not reimburse Personnel or guests for any lodging expenses or lodging-related expenses.

7. Meals

The Society does not reimburse Personnel or guests for any meal expenses or meal-related expenses other than those described under **Society Events**.

8. Transportation

The Society does not reimburse Personnel or guests for any transportation expenses or transportation-related expenses other than those described under **Society Events**.

9. Personal Vehicles

The Society does not reimburse Personnel or guests for personal vehicle expenses or related expenses.

10. Parking and Tolls

The Society does not reimburse Personnel or guests for any parking or toll expenses or related expenses.

11. Society Events

Society Conferences

Reasonable expenses incurred for Society conferences will be reimbursed only if the expenditures are approved in advance by the president or executive board of the Society. Expenses that are reimbursable include, but are not limited to:

- Venues needed for the conference,
- Catering or restaurant expenses directly related to conference events that are included in conference registration or offered as an optional cost in conference registration,
- Materials needed for the conference including communications equipment and services,
- Non-monetary awards and certificates given in recognition of service, achievement, appreciation, or other honors,
- Conference materials given to registered attendees,
- Clothing with the Society logo or non-logo clothing included as part of conference materials, and
- Transportation if necessary or required to get registered attendees from one location to another and other forms of transportation are not available, feasible, or allowed.

Detailed documentation for any such expense must be provided, including:

- The date of the expense,
- The place related to the expense (if applicable),
- The nature of the expense,
- A complete description of the business purpose for the activity, and
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including taxes, fees, and tips (if applicable).

Outreach/Educational Events

Reasonable expenses incurred for outreach and educational events will be reimbursed only if the expenditures are approved in advance by the president or board of the Society. Expenses that are reimbursable include, but are not limited to:

- Venue and/or event fees,
- Materials needed for the event including communications equipment and services, and
- Items given to visitors for free, and
- Items given to visitors for a monetary donation that is less than or equal to the value of the item.

Detailed documentation for any such expense must be provided, including:

- The date and place of the event,
- The nature of the expense,
- A complete description of the business purpose for the activity, and
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including taxes, fees, and tips (if applicable).

12. Non-Reimbursable Expenditures

The Society maintains a strict policy that expenses in any category that could result in the Society losing its non-profit status or be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Volunteer time.
- Limousine travel.
- Movies, liquor, or bar costs.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Business conferences and entertainment.
- Toiletry articles.
- Expenses for spouses, friends, or relatives.

Review of Policy

This policy will be reviewed at least every two years and recommendations for amendments will be approved by the board of the Society.