

COUNCIL POLICIES

CACC
Policy Manual

Policy Number: 1.7

Subject: Reimbursements

Purpose: To provide guidelines for reimbursements for expenditures incurred while performing official CACC business.

Scope: Officers and/or designees who incur expenses, while performing official CACC business are to submit an Expense report to the Treasurer in a timely manner for reimbursement. No reimbursement is to exceed the amount budgeted, unless the Executive committee has given prior approval.

Policy:

1. Within 30 days after expenditure has occurred, the individual has 30 days in which to submit the completed Expense form (Appendix A) to the Treasurer.
2. The signature of the individual must be on the report form with all receipts supporting the expenses.
3. Mail the completed document with attachments to the Treasurer.
4. The Treasurer will send or hand the reimbursement to the individual within 30 days after receiving the expense report.
5. Expenses that are the subject of questioning may require the attention of the Executive committee.