

## **Wisconsin FFA Alumni Association Expense Reimbursement Policy**

Members of the Alumni Association Council, as volunteers, are prohibited by Association policy and IRS regulations from receiving compensation for the time they donate to the organization. The Association will reimburse council members and non-council member committee chairs for expenses incurred in the conduct of their duties and responsibilities within the limits set forth below and according to procedures established by this and other applicable Association policies.

### **Mileage/Travel Reimbursement**

- Travel to council and other meetings or activities is reimbursed at the mileage reimbursement rate set by the council – currently \$0.35 per mile.
- When members ride share, only the person with direct responsibility for the vehicle used can claim all of the mileage. Passengers may claim mileage to and from the ride share pick up point.

### **Meal Reimbursement**

- Reimbursement for meals are: \$9 for breakfast, \$12 for lunch, and \$15 for dinner or up to \$36 for a full day event. There will be no reimbursements for alcoholic beverages or tips.
- Council members and non-council member committee chairs are authorized to claim reimbursement for one meal on Friday and up to three meals on Saturday of council meeting weekends.
  - The number of reimbursable meals is reduced one for one by complimentary hotel breakfast for those lodging at the hotel and sponsored lunches during council meeting weekends.

### **Lodging/Conference Expense Reimbursement**

- Lodging reservations for two-day council meetings, including the Wisconsin FFA Alumni Convention, are made by the executive director, for attendees who notify the director by deadline announced with meeting details. These lodging expenses are directly billed and paid by the association.
- The association will cover one-half of a double occupancy room per attending member. Members who request a single room will be responsible to reimburse the association for one-half of the cost of the room.
- Reimbursement for other lodging for attending members is allowed with the following conditions and cannot exceed \$125.00 per night:
  - When attending members are required to travel 100 miles or more from their home to the site for a meeting that begins at or before 8 a.m.
  - When attending members are required to travel 100 miles or more from their home to the site of the meeting that ends at or after 10 p.m.
  - When an attending member meets these conditions they must make their own reservation and request reimbursement.

### **Expense Accounts**

- Each council member is allocated an annual expense budget to cover reimbursement of authorized expenses incurred in the conduct of Alumni business related to requirements of their position description.
  - The president is allocated up to \$1,000 per year.
  - The president-elect is allocated up to \$750 per year.
  - The vice-president is allocated up to \$750 per year.
  - The past president is allocated up to \$250 per year.
  - Sectional representatives are allocated up to \$250 per year.
- Authorized reimbursable expenses include but may not be limited to:
  - Mileage for additional travel to events or meetings besides council meetings. Note, mileage will not be reimbursed for chapter activities sponsored by the council member's own chapter.
  - Meals and lodging within established limits
  - Consumable office supplies

*Adopted 9/15/12 and Updated 9/14/13, 11/15/14, and 6/25/16*

- Postage-related expenses i.e. copies, postage, etc.
- Other reasonable expenses for hosting a section meeting
- Expenses for which reimbursement is explicitly not authorized include:
  - Purchase or rental of equipment
  - Internet, or land line or cell telephone service
  - Out of state travel unless authorized by the council
- Council members are responsible for managing their expense budgets. The expense cap will be strictly adhered to and depending on programming and circumstances the amount budgeted may not cover every expense incurred.

### **National FFA Alumni Convention Expense Reimbursement**

- Council members serving as Wisconsin delegates to the National FFA Alumni Convention business meeting are eligible for partial reimbursement of actual convention expenses including travel, lodging, meals, registration, and other expenses. Reimbursement will be limited to the amount budgeted for this purpose divided equally between all council members requesting reimbursement with a limit of not more than \$200 per person.
  - Requests for reimbursement must be made using the Expense Reimbursement Form with receipts.

### **Expense Reimbursement Procedure**

- Established Association reimbursement policy and procedure will be followed in submitting expenses for reimbursement.
- Claims for reimbursement of expenses must be submitted on the *Expense Reimbursement Form*
- Reimbursement for travel must include the mileage from the member's home to the meeting site and return home by the most direct route.
- Claims for reimbursement of lodging, and business-related consumable supplies and services expenses must have the original receipt attached to the reimbursement form.
- Reimbursement will not be paid in advance. Purchase must be made by council member and reimbursement applied for.
- Requests for reimbursement must be submitted within 30 days of the purchase or last day of the meeting/event for which reimbursement is being requested.
- Reimbursement requests will be processed monthly by the executive director on a set schedule.