**NLN Affiliated Constituent League**

**Policy and Procedure**

|  |  |
| --- | --- |
| policy number | **3.7** |
| policy name | Expense Reimbursement Policy |
| **date of origin** | (Date) |
| purpose | Addresses government regulations and provides some parameters for reimbursement, such as per diems and official events. |
| 1. **policy** | XYZ’s board reimbursement policy shall be reviewed annually by the secretary/treasurer and the board. The organization’s travel mileage reimbursement shall be equal to the current IRS reimbursement amount.  So that the amount of the reimbursement is not considered taxable income to the recipient, XYZ will reimburse lodging expense on an actual basis provided that the amount is reasonable and receipts are attached.  The organization will reimburse members traveling on official organization business the cost of round-trip coach-class travel, housing cost, and meals up to a maximum of $\_\_ per day. Guest travel, housing, and meals are generally not reimbursable.  Annual meeting reimbursement will include the following:  Travel: Round-trip airfare for XYZ’s board member up to a maximum of economy coach class, and local transportation to and from the airport.  Per Diem: Actual expenses up to a maximum of $\_\_ a day for \_\_ days only (one extra day will be allowed if necessitated by committee/board meeting attendance).  Reimbursement is allowed for reasonable, ordinary, and necessary expenses incurred in connection with approved expenses or travel on behalf of XYZ. Any exception to this policy must be approved by the XYZ board chair. |
|  |  |

Revision Dates: