



Policy Number:	06
Policy Title:	General Expense Reimbursement
Original date:	September 2012
Revision date:	April 2023

**Purpose:**

The purpose of this policy is to define the process for submitting Board-approved general expenses.

**Policy/Procedure:**

1. Individuals making purchases for NCAHQ should obtain receipts for all purchases.
2. To receive reimbursement, the individual should complete the NCAHQ Expense Reimbursement Form (Policy 06 Attachment 1), either electronically or via hard copy.
3. For all receipts submitted:
  - The form should be either electronically signed or printed and signed by the individual requesting reimbursement.
  - For general expenses, the form and all receipts should be attached in an email or hand delivered to the NCAHQ treasurer.
  - For NCAHQ sponsored events, the form and all receipts should be attached in an email or hand delivered to the NCAHQ treasurer.
4. The treasurer will issue reimbursement check within 14 business days of receipt of the request.