

NorCal Women's Lacrosse Officials

Meeting, Travel and other Business Expense Reimbursement Policy

As a non-profit organization, stewardship of our resources is essential. Our policy is to reimburse board members and volunteers for approved, reasonable, proper, and necessary travel and business-related expenses incurred in conjunction with approved NorCal Women's Lacrosse Officials (NCWLO) meetings, events and activities.

The President's projected expenses as well as other travel and support expenses for other board members and NCWLO volunteers should be included in an annual approved budget to be administered by the President and Treasurer. Travel and other business expenses for board members and NCWLO volunteers must be pre-approved by the President. Any non-budgeted or expenses that exceed the annual budget require prior board approval.

Expenses must be submitted within 60 days after they incur to be considered for reimbursement. All expenses in December must be submitted by February 15th of the following year to be considered for reimbursement and to allow for the timely closing of the books.

Requests for meeting travel reimbursement will be verified and processed within 30 days of receipt. Payment for incomplete travel reimbursements requests may be delayed until proper documentation is received.

Related Policies and Procedures

1. Mileage
 - a) Mileage costs will be reimbursed at the current government approved business travel rate
 - b) Parking and tolls are fully reimbursed. A receipt is required for parking and tolls greater than \$10 a day.
2. Taxis and Shuttles
 - a) Taxis and shuttles are fully reimbursed to/from airport and to/from hotel and meeting
 - b) A receipt is required
3. Air / Train Travel
 - a) Fare must be the lowest available coach fare
 - b) Airline tickets must be booked outside 21 days in order to be eligible for full reimbursement
4. Hotel Accommodations
 - a) Lodging costs for non-luxury hotels are reimbursed
 - b) Itemized receipts for actual lodging costs must be submitted with travel reimbursement forms
5. Food
 - a) Reasonable cost for food while traveling on business for the NCWLO or at approved activities such as NCWLO board meetings will be reimbursed
 - b) Receipts are required
6. Business entertainment
 - a) Reasonable expenses for business meals and beverages while conducting business for the NCWLO will be reimbursed
 - b) Receipts are required

7. Other business expenses
 - a) Other non-routine or budgeted expenses need to be pre-approved by the President
 - b) Additional reports may be required for expense reimbursement, e.g., tracking log for shipping equipment
 - c) Receipts are required

8. Non-reimbursable expenses (examples)
 - a) Supplemental travel insurance
 - b) Airfare and lodging upgrades
 - c) Fines, penalties and legal fees
 - d) Personal entertainment and recreational expenses

Contribution of Travel & Meeting Expenses

Meeting attendees are also encouraged, when and if possible, to fund some or all of their own expenses in conjunction with meeting attendance. Such expenses may be tax-deductible.

(Ver 10.30.12)