

COUNTY VETERANS SERVICE OFFICERS ASSOCIATION (CVSOA) OF WISCONSIN INCIDENTAL EXPENSE REIMBURSEMENT POLICY

Scope

This policy applies to all officers, committee members and association members of CVSOA.

Intent

The intent of this policy is to provide guidelines for the reimbursement of expenses not covered under the CVSOA Travel Policy incurred by officers, committee members and association members while doing official CVSOA business that was approved by the President.

Exception

Individuals requesting reimbursement of expenses must ensure compliance with these regulations. The President may waive portions of these regulations where special circumstances warrant if it is in the best interest of the Association. A written request for a waiver must be received by the President identifying the reasons for requesting the waiver.

Reimbursement of Expenses

Reimbursement for expenses previously approved by the President in accordance with this policy shall be made upon submittal of the Incidental Expense Reimbursement Form and all receipts to the 2nd Vice. Upon review by the 2nd Vice, the Incidental Expense Reimbursement Form will be forwarded to the Treasurer for payment. If expenses are being requested by the 1st or 2nd Vice, the Incidental Expense Reimbursement Form and receipts shall be submitted to the President. A claim can only be made for expenses not reimbursed by another entity. Electronic submissions are strongly encouraged.

Degree of Care

All officers, committee members and association members conducting official CVSOA business shall be expected to exercise the same care in incurring expenses that any prudent person would exercise if conducting personal business.

Claims

If a claim is being submitted for an item that is difficult to count, such as paper, pens, printer ink, etc. a reasonable estimate of usage will be accepted. If a claimant feels they will use a box of pens, for example, they should purchase a box of pens and file a claim using their receipt. It is encouraged, but not required, that smaller claims like this only be filed once per year.

Audit

All claims may be subject to audit by the Audit Committee.