

DISTRICT OF COLUMBIA METROPOLITAN AREA DIETETIC ASSOCIATION GENERAL EXPENSE REIMBURSEMENT POLICY

APPROVED, NOVEMBER 18, 2013

RATIONALE FOR POLICY:

The District of Columbia Metro Area Dietetic Association (DCMADA) reimburses individuals for approved, budgeted expenses that are directly related to the organization's business. The purpose of this Policy is to provide a uniform and consistent approach for the timely reimbursement of pre-approved expenses incurred by members of DCMADA on behalf of the organization.

When handling all financial matters, DCMADA expects individuals to exercise discretion and good business judgment, be cost-conscious and spend DCMADA's money carefully and judiciously, and to report actual expenses and provide required documentation.

POLICY AND PROCEDURES:

- 1) Reimbursable expenditures include those that have been pre-approved by the President, Treasurer, Executive Committee, or Board of Directors (BOD) and are reflected on the approved budget, or are approved by the above entities if the expense arises after the budget has been approved.
- 2) It is the policy of DCMADA to reimburse only approved expenses incurred by individuals traveling or conducting DCMADA business.
- 3) Subitted expenses of up to 10% over the budgeted amount may be reimbursed by the Treasurer with no additional action by the Fiscal Affairs Committee.
- 4) Proposals for budget revisions (beyond a 10% overage) must be brought before the Fiscal Affairs Committee (FAC), and budget revisions must be approved by the Executive Committee by a majority vote or consensus.
- 5) All obligations and/or liabilities must be paid by check or credit card.
- 6) Documentation Requirements:
 - a. Individuals must provide the request for reimbursement to the Treasurer within 14-days of incurring the expense or concluding the event/completing approved business travel (whichever is later).
 - b. Each request for reimbursement must include itemized and dated receipts, a Request for Reimbursement Form, and if reimbursement is for travel, a Travel Expense Report Spreadsheet (see item c below). These forms and instructions should be obtained from the Treasurer.
 - i. The receipt must include the vendor's name, location, and the total dollar amount, including tips (if applicable).
 - ii. Reimbursement receipts must be affixed to a piece of paper with like items (e.g. cabs) together. An explanation of the business expense must be documented next to the receipt.
 - iii. If expense is event related, the planning committee chairperson must review each completed Reimbursement Request Form and authorize and approve all committee members' and volunteers' expenses before sending the completed form to the Treasurer for processing.
 - c. For travel-related expenses, a Travel Expense Report Spreadsheet must be submitted along with the receipts and the Request for Reimbursement Form.
 - i. Receipts should be arranged chronologically as referenced on the Travel Expense Report Spreadsheet and like items should be grouped together as outlined above.

- The Travel Expense Report Spreadsheet must include the individual's name and the date, origin, destination and purpose of the trip, including a description of the DCMADA-related activity (or attach an agenda).
- 7) The Treasurer is responsible for reviewing this policy with any person incurring expenditures on behalf of DCMADA. The Treasurer will provide all necessary forms and instructions. Any questions about reimbursement requests should be directed to the Treasurer.
 - 8) Expense reports that are incorrect, incomplete, or include disorganized receipts will be returned for completion. This may result in delay or non-reimbursement of specific items.
 - 9) The Treasurer will reimburse eligible individuals at the board meeting following receipt of all required documentation. Checks will be signed by the Treasurer and the President.
 - 10) If the Treasurer requests reimbursement, the DCMADA President will be responsible for processing the request and reimbursing the Treasurer.
 - 11) This policy should be utilized along with the DCMADA Event Planning Policy and the DCMADA Purchasing Policy.

DCMADA REIMBURSABLE EXPENDITURES:

The following types of general expenses may be reimbursable assuming that purchases were pre-approved by the BOD and are in accordance with the Event Planning Policy and Purchasing Policy. As per Academy of Nutrition and Dietetics' policies (which are subject to change), a maximum of \$57 per full day, except \$71 in Chicago, Washington, DC, and the city where the Academy's Food & Nutrition Conference & Expo (FNCE) is held, plus one travel day is allowed (up to half of the daily maximum will be paid for the day going and up to half of the maximum on the day of return). The maximum daily expense allowance covers meals, tips, local ground transportation, and necessary incidental expenses while the traveler is at the meeting site.

- 1) General, Meeting, Activity, or Event Planning:
 - a. Space/venue rental.
 - b. Food/catering.
 - c. Photocopies and printing.
 - d. Materials and supplies.
 - e. Contracts.
 - f. Speaker travel, lodging, or meals.
- 2) Travel:
 - a. Registration Fees:
 - i. Registration rates will only be reimbursed at the "early bird" or "early" registration rates. If the Board member is not able to pre-pay the registration, he/she may provide a written request to the Treasurer, requesting that DCMADA pay the early bird registration fee.
 - ii. If the member is unable to attend the meeting/conference/activity after the registration is paid (and the registration fee cannot be refunded), the individual will be required to repay DCMADA in full.
 - iii. A paid registration receipt, a registration confirmation notice, a meeting/conference agenda, and a copy of the conference name badge must be submitted as proof of payment and attendance.
 - b. Air and Rail Travel:
 - i. Airfare and rail fare require prior approval by the Treasurer.
 - ii. Travelers are encouraged to access travel and baggage policies specific to the

- airline or rail company.
- iii. DCMADA will reimburse travelers for the cost of checking one bag if a fee is charged by airline.
- c. Ground Transportation
- i. Reimbursable expenses may include transportation to/from airport or rail station and/or other local businesses, via subway, train, bus, and/or actual car mileage.
 - ii. Travelers should use one of the following:
 - Courtesy Cars/Vans/Shuttles
 - Subway or Train
 - Airport Shuttle or Bus
 - Taxis: When courtesy cars and airport shuttles are not available, a taxi is reimbursable.
 - Personal Cars: Automobile travel to/from the airport, when authorized, will be reimbursed at the approved rate per mile.
 - Rental Cars: Car rental requires prior approval by the Treasurer. The rental agreement should be in the names of DCMADA and the individual traveler, and the traveler must pay all relevant, reimbursable charges. Travelers will always accept the collision insurance offered by rental agencies, but should decline all other offered insurances. The prepaid gas option should be declined. Rental cars must be returned to the original rental city unless approved for a one-way rental; intact (i.e. no bumps, scratches, or mechanical failures); on time, to avoid additional hourly charges; and with a full tank of gas. Gasoline for use in rental cars is reimbursable with proper documentation with the expense report. DCMADA is not responsible for any damage to a rental vehicle while in the possession of a DCMADA member.
- d. Parking, mileage, and tolls.
- e. Lodging/hotel rooms:
- i. Lodging expenses are eligible for reimbursement only when they are incurred more than 50 miles from the individual traveler's home of record.
 - ii. Individuals traveling on behalf of DCMADA may be reimbursed for the pre-approved cost of hotel accommodations.
 - iii. Convenience, the cost of staying in the city in which the hotel is located, and proximity to the location of DCMADA business shall be considered in determining pre-approval.
 - iv. DCMADA will only reimburse up to the federal *per diem* lodging rate for the city as a guide (U.S. General Services Administration): <http://www.gsa.gov/portal/category/100120>.
 - v. Travelers will need to pay all incidental room charges upon checkout (telephone calls, room service, hotel restaurant meals charged to the room, internet connection, and movies).
- f. Meals:
- i. Meal expenditures are included in the maximum daily expense allowance and are reimbursable expenditures if meals are not included in the meeting/conference/event agenda.
 - ii. Individuals traveling on behalf of DCMADA are reimbursed for the actual cost of meals (including tips), as a part of the maximum daily expense allowance.

- iii. Restaurant receipts should include only the food and beverage consumed by the single individual traveling for DCMADA.
- iv. DCMADA cannot reimburse for alcoholic beverages.
- v. Hospitality meals for guests of DCMADA require prior BOD approval. If such expenses are incurred for approved business reasons, the Travel Expense Report Spreadsheet must list each attendee's name, their company, title, and business purpose.

DCMADA NON-REIMBURSABLE EXPENDITURES

DCMADA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance and non-compulsory insurance coverage
- Parking tickets or other traffic fines
- First class ticket or upgrades
- Excess baggage or overweight baggage charges
- Expenses for travel incurred by companions/family members
- Expenses related to vacation or personal days while on a business trip
- Loss/theft of personal funds or property/lost baggage
- Avoidable "No-Show" charges for hotel, airfare, ground transportation, or car service
- Rental car upgrades
- Repairs due to accidents
- Limousine travel, valet services, or car washes
- Hotel internet connection, telephone calls, or faxes
- Hotel mini-bar charges
- Hotel room upgrades
- Alcoholic beverages of any kind
- Spa services or exercise charges
- Car washes
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies individuals on a DCMADA business trip, it is the responsibility of the individual to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request. DCMADA can only reimburse up to the federal *per diem* lodging rate for the city as a guide.