

GVDS REIMBURSEMENT POLICY

This Policy covers expenses approved by the Board and incurred on the Society's behalf.

Receipts for items purchased with a Society check should be turned in to the Treasurer as soon as possible. If appropriate, a REIMBURSEMENT FORM, which can be found on the GVDS website or obtained from our treasurer, should be included to aid in tracking expenses and for proper record keeping. This form should be used for such items as: plant purchases; venue fees; speaker expenses and fees; club equipment rentals and purchases; large cost items.

Payment for approved expenditures should, whenever feasible, be made with a GVDS check, not by personal cash, check, or credit card. However, when personal funds are used, the following should be adhered to:

A. Every attempt should be made to acquire a receipt for the reimbursable amount only (do not mix personal purchases with those made for the Society). A credit card statement is not, for most instances, considered a proper receipt.

B. Submit the receipt within 60 days of purchase along with a completed REIMBURSEMENT FORM. Requests submitted after 60 days will be paid at the discretion of the Board.

C. Purchases made less than 60 days before the fiscal year-end of December 31st, should be submitted for reimbursement ASAP so the Treasurer has enough time to prepare the Annual Treasurer's Report, but, turning in these receipts after fiscal year-end will not jeopardize their payment.

D. The Treasurer will issue a GVDS check for properly submitted expenditures as soon as feasible but no later than 30 days after the request has been made. Payment may be mailed, or hand delivered to the requestor unless other arrangements have been made. Any questions arising regarding proper authorization of a purchase, lost receipts, or reimbursement requests made after 60 days will be settled by the Board.

E. Mileage incurred for GVDS business will be paid with a GVDS check. This mileage (i.e. driving services for a Speaker for a general membership or annual meeting) will be calculated using the "Business Standard Rate" found in the current year's Federal IRS tax code. Club members who make a speaking presentation for the membership will not be reimbursed mileage for a local meeting but will receive a \$100 GVDS check. A REIMBURSEMENT FORM shall be submitted by the GVDS Vice President on behalf of all speakers.