



I. Purpose:

To define the policy relevant to the reimbursement of section Leadership Committee members.

II. Scope:

Expenses incurred as a result of section activities or support of section business.

III. Policy:

It is the intent, of the section, to reimburse its members for the usual and customary expenses related to their official duties and activities to the extent that such expenses are not defrayed by organizations other than ASQ or the generosity of members. Expenses considered lavish or extravagant will not be reimbursed. Reimbursable expenses include telephone calls, postage, reasonable supplies, and materials, etc. required for the activities of the function.

In the event that travel expenses, automobile mileage, entertainment expenses, luncheons, etc. must be incurred for section business, the potential or expected expense shall be submitted to the section Leadership Committee and approved by the Committee before it is incurred. Mileage shall be reimbursed at a rate as established by the United States Internal Revenue Service for charitable or nonprofit organizations. Business meetings which include a meal(s), and are to be charged back to the section, will be discouraged. If such events are required, the item will be identified as such in the budget and will be approved before it occurs by the section Leadership Committee. The Annual Leadership Committee appreciation dinner shall be considered an approved Society sponsored function not requiring an explicit approval by the section Leadership Team.

All business expenses must be in conformance with the regulations and laws or the Internal Revenue Department.

Under no circumstances will the officers and members of the section be reimbursed for their time relevant to normal, usual, and customary activities of such offices, committee memberships, or general membership activities. This does not include honorariums, or fees paid to speakers or instructors for section sponsored events.

Expenses and registration for the Chair-Elect to attend the annual World Conference on Quality and Improvement will be reimbursed.

IV. Responsibility Assigned

Members of the section Leadership team are expected to follow and enforce this policy.

V. Authority

Bill Anderson
Chair

April 4, 2005
Date

RickAubuchon
Secretary

April 4, 2005
Date

This is a recreation of the original, signed, statement on file with the section Secretary