

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. Members are expected to exercise judgment when incurring these expenses such that the quality of travel, accommodations, entertainment and related expenses are reasonable and appropriate for the business purpose involved. This includes not only a cost awareness while the expenditure is being incurred but also up front planning and ongoing cost-benefit analysis. Personal entertainment expenditures such as bar tabs, movies and so on will not be reimbursed. Reimbursement is for actual meal costs. The rule of reasonableness should apply when making meal choices. Room service should only be used when no restaurant choices are available. 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, 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 of the Internal Revenue Service.

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 (WCQI) will be reimbursed provided the trip is planned in advance using economical transportation, meals and lodging, and provided the Chair-Elect attends the required training and Section Affairs Council (SAC) meeting.

IV. Responsibility Assigned

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

V. Authority

Erica Swain
Chair

November 7, 2011
Date

Chuck Wasserman
Secretary

November 7, 2011
Date