

I. Purpose:

Define the requirements for authorization, approval and reporting of expenses.

II. Scope:

All officers, committee chairs, and committee members.

III. Policy:

Limits of authorized spending are defined by the approved expense budget for the fiscal year. Expenses beyond budgeted amounts require approval of the Leadership Committee except when:

- a) The excess amount is less than \$50 per fiscal quarter, in a single account.
- b) The excess expense is the result of higher than anticipated participation in a revenue generating event and is offset by the added revenue, i.e. monthly dinner meetings, or education courses.
- c) The excess in a given quarter is due to timing of payment, i.e. budgeted in one quarter but actually paid in another. The objective is to be within budget for the fiscal year end.
- d) All requests for payment must be accompanied by an "Expense Payment Request Form" completed by the officer, committee chair or committee member authorizing/incurred the expense, and appropriate substantiation of the expense. The Treasurer has the authority to reject inappropriately documented requests. If an invoice is being sent directly to the section Treasurer, the person authorizing the expense shall either:
 - e) Provide the supplier with a completed "Expense Payment Request Form" and request they send it along with the invoice, or
 - f) Forward a completed "Expense Payment Request Form" to the Treasurer immediately after incurring the expense.

All reimbursements made directly to the Treasurer must be signed by the section Chair.

IV. Responsibility Assigned

The section Treasurer is responsible for the enforcement of this policy and shall issue a quarterly report to each officer and committee chair showing actual expenses vs budget for each quarter and year-to-date.

V. Authority


Chair


Secretary


Date


Date