

POLICY 7300P.2 PROCEDURES FOR REIMBURSEMENT OF EXPENSES

- A. The entity (club, region, committee, etc.) offering reimbursement must have determined before an expense is incurred that reimbursement is important to the accomplishment of its goals
- B. Funds must be available to effect reimbursement
- C. Expenses to be reimbursed by the corporation will be reported on the standard USPC reimbursement form. Clubs and regions may use the USPC form or similar.
- D. Receipts must be attached to the reimbursement request, including for tolls, parking, meals, etc. If a receipt has been mislaid, a suitable written explanation might be considered.
- E. Payment of expenses will be made after the expense report has been approved by the responsible officer or designated organizer of the entity providing the reimbursement.
- F. Members of the Board of Governors, National Officers, and Committee Chairs may receive expense reimbursement, subject to the approval of the Board and the availability of National or local funds, but not for attendance at an annual convention of the USPC or a regular meeting of the Board of Governors.
- G. A region may reimburse an RS for attendance at the RS training meeting, which is usually held at the USPC annual convention. This reimbursement is allowed even if the RS is a USPC Governor or a Committee Chair.
- H. A club may reimburse a DC for the leadership training portion of the annual convention.
- I. Uniform reimbursement for a particular activity is not allowed except for meal per diem.