

## Eastern Division NSP Expense Reimbursement Policy

### Expense Reimbursement Policy and Procedures:

- A. Receipts for expenses, including meals, lodging, travel and miscellaneous expenses, must accompany all reimbursement requests.
- B. The Eastern Division will reimburse an individual for economy class or equivalent airfare.
- C. The Eastern Division will reimburse an individual for travel to and from a meeting at the rate per mile specified on the Eastern Division Web Site. This amount is subject to change at the end of each fiscal year based on 60% of the current IRS business mileage rate.
- D. Members are strongly urged to select the most economical and appropriate means of transportation for the activity being conducted.
- E. The Eastern Division will reimburse Patrollers for reasonable costs for meals during events and necessary meals while traveling to and from events. These expenses must be accompanied by a receipt to obtain reimbursement.
- F. The Eastern Division will reimburse Patrollers for reasonable costs for lodging expense while attending Eastern Division sponsored events. If events do not include lodging at a negotiated rate, it is assumed that Patrollers will do their best to avoid excessive lodging costs.
- G. That any expense reports submitted to the Treasurer for reimbursement by the Eastern Division more than 60 days after the event is completed will not be reimbursed unless the committee chair approves the payment. All expenses incurred in a fiscal year must be submitted by April 7<sup>th</sup>, which is one week after the end of the fiscal year. (March 31<sup>st</sup>)
- H. Authorization for expenses:

<u>Expenses for Title</u>	<u>Approved by Title</u>
Board of Directors Members	Chair of the Finance Committee of the Board
Chair of the Finance Committee of the Board	Division Director
Division Director	Division Treasurer
Program Supervisors	Chair of the related Program Committee
Division Secretary	Division Director
Division Treasurer	Chair of the Finance Committee of the Board
Division Administrator	Division Director
Division Advisors	Division Director
Instructors, Attendees, etc.	Program Supervisor of the related Program or their designee.
Region Advisors (mandatory meet.)	Program Supervisor
Div. Committee Members (mand. meet.)	Committee Chair

- I. All expense reimbursement requests must be approved before payment can be made.

### Division / Region Expense Reimbursement Policy

The purpose of this section is to outline more clearly the policy for expense reimbursement related to program delivery at the Region and Division levels. Similar to the guidelines published earlier this year by the ED Finance Committee, this is to serve as a general guide rather than an all encompassing document. In other words, it is the hope of the ED Finance Committee to educate our Staff Members to better understand when expenses are to be allocated to the Regions or Division.

The general rule of thumb is to keep in mind how an Officer, Program Administrator, or Staff member is represented at a particular event. If they are required to be at an event by Division, or because their presence is required due to their Division position, their expenses will be reimbursed by the Division. Expenses to be paid by the Eastern Division include housing, mileage, and meals in accordance with existing Division guidelines. Below are some examples:

- Division meetings such as the Spring, Fall, and Winter BOD meetings - The Division will reimburse expenses for all BOD members, the Legal Advisor, Treasurer, Secretary as well as Program Administrators who are required to be at the meetings.
- Program Supervisors required to attend Division sponsored events are to be reimbursed by the Division. For example, if the ED hosts a Division sponsored Avalanche Course (Level 1 or 2) the Supervisor overseeing the event would be reimbursed by the Division.
- Division Staff Members asked to attend a Division sponsored event such as the S&T Staff Meeting, Senior T/E Clinic, or Senior Evaluation to act as QA will be reimbursed by the Division.
- A Finance Committee member attends a Board of Directors meeting to keep up with what is happening. The Committee member would not be reimbursed by the Division since there was no requirement to attend.
- A Region ROA attends the Eastern Division Student Seminar as an Examiner at the request of the Eastern Division Student Advisor. The expense would be reimbursed by the Division.
- A Chaperone who also happens to be an EMM Trainer Evaluator attends the Eastern Division Student Seminar and evaluates the event. The expense would not be reimbursed by the Division because the Chaperone was not requested by the Division. The expenses may be paid by the Region or Patrol that students being chaperoned came from.

While we owe a great deal of gratitude for the outstanding work our Program Supervisors and Staff Members offer to the Division as a whole, they sometimes act in a Region capacity and when doing so, they will be reimbursed by their Region. Examples include:

- A Senior S&T T/E clinic is being held in a neighboring Region. A member of the Division S&T Staff is asked to attend *by their Region Supervisor* as an evaluator. This individual is a member of the Division Staff, but because they are acting in the capacity of an evaluator and not in their capacity as a Division Staff member expenses are paid by said Region.
- An OEC Trainer/Evaluator is asked to attend a Region Patroller Evaluation. This Trainer/Evaluator also happens to be on the Division OEC Staff. Because they are acting as representatives of their Region for a local event, expenses are absorbed by their Region.

- A Level II Avalanche Instructor is asked by their Region to hold a Region Clinic for those wishing to take part in a Division sponsored event later in the season. Again, because this individual is representing their Region the expenses are paid by the Region.

To summarize and reiterate, the Program Supervisors, Staff Members, and Administrators need to be aware of the capacity in which they are serving at a particular event. The examples cited are not intended to be comprehensive, but rather serve to outline in a broad sense the delineation between Region versus Division expense reimbursement.

### **Current Reimbursement Practices**

Division Responsibilities	Region Responsibilities
<b>Meetings</b> RD Expenses for Spring Officers Meeting RD Expenses for Fall Officers Meeting RD Expenses for Winter Officers Meeting RD Expenses for Special Meetings RA Expenses for Mandatory Meetings RD/SC Expenses for Div. Committee Work	<b>Meetings:</b> SC Expenses for Spring Officers Meet. SC Expenses for Fall Officers Meet. SC Expenses for Special Meetings RA Expenses for Non-mandatory Meetings
<b>Training and Continuing Ed</b> Program Supervisors & Assistants Division Steering Committees & Staff Senior S & T Q/A Senior EMM Q/A	<b>Training and Continuing Ed</b> Region Advisors Senior EMM Coordinators Instructor Trainers Senior Trainer-Evaluators (OEC/S&T) Region/Patrol OEC Refresher QA Instructors

Adopted by Board of Directors 9/13/09