

## **NCAMSS EXPENSE REIMBURSEMENT POLICY**

### **PURPOSE:**

To provide guidelines for NCAMSS Officers and Board members who, in performance of association duties, purchase items as needed in support of the association and/or for quarterly or annual meetings.

### **PHILOSOPHY:**

All expenses subject to reimbursement must be properly recorded and approved prior to payment.

### **CRITERIA:**

The following items meet the criteria for reimbursement; however, this list shall not be construed as all inclusive. It is understood and agreed that future needs cannot be predicted and additional items may need to be purchased that are not represented on this list.

- Items for yearly bulk mailing to Hospital CEOs and Medical Staff Coordinators
  - Postage Stamps
  - Envelopes
  - Paper
  - Annual pocket calendars
  - Pens
- Door prizes
- Speaker gifts
- Copying charges
- Name tags or other labels
- Annual Meeting
  - Giveaways (when Association debit card is not accepted)
    - Items vary from year-to-year and are voted and approved by Board prior to purchase.
  - Planning Meeting (for annual NCAMSS conference) – when debit card is not accepted
  - Presentation Packet/Binders
  - Awards
    - Donna Masho plaque and engraving
    - Past President plaque and engraving

### **PROCEDURE:**

1. Board members who purchase items on association's behalf must obtain prior approval from at least two Officers of the Board. When the purchaser is an Officer, he/she cannot approve his/her own purchases.
2. Board members should secure pricing from two different sources and present to the Board for review and/or approval. If the purchase needs to be made between Board meetings, but was not known at the time of the last Board meeting, then a quorum of Officers can review and/or approve via email or fax as the need arises.
3. Requests for reimbursements should be submitted directly to the Treasurer and should include: itemized receipts and supporting documentation explaining the business purpose for the purchase.
4. Upon receipt and proper documentation, the Treasurer will issue the reimbursement check and mail to your work address unless otherwise requested.