

Reimbursement Policy

AFP/Suncoast Chapter

Approved by the Board of Directors December 17, 2013

I. Policy Statement

Previously budgeted business expenses incurred on behalf of AFP/Suncoast Chapter will be reimbursed provided the expenditures: (a) are valid business expenses related to AFP business; (b) are accompanied by original receipts and substantiation; and, (c) are approved by AFP leadership.

II. Payment Approvals

Appropriate, Allowable and Reasonable: Reimbursements are provided for appropriate and allowable expenditures; that is, expenses suitable or fitting for a particular valid business purpose; and necessary, reasonable, and appropriate expenses incurred for the primary benefit of AFP/Suncoast chapter business. Reasonable expenditures will include those that are ordinary and reflect a prudent decision to incur the expense on behalf of the Chapter. Expenditures on behalf of the Chapter include (but are not limited to): required ground and/or air travel to conferences and meetings; hotel; out-of-pocket production expenses (i.e., for NPD-related expenditures); and conference registrations. Meals will be reimbursed up to \$50 per day; it is expected that the user will take advantage of those meals offered or included by hotels, conferences, etc.

The following are not deemed reasonable and will not be reimbursed: mileage within the Tampa Bay region; excessive entertainment expenditures; alcohol; first/business class air travel; expenditures for a spouse.

Original Receipts: All reimbursements require the original merchant receipt or invoice issued by the supplier or service provider to document the business transaction. When the original receipt is not available or does not contain adequate information, a cancelled check, credit card receipt, supplier statement, or a paid notice will be accepted.

Substantiation: All reimbursements require written documentation to support an incurred business expense that includes, in addition to the original receipt, documentation of business purpose, names of persons in attendance, and an appropriate expense report or voucher for the incurred cost. This information may be documented on the original receipt or invoice or on a separate form.

III. Submission Deadlines

To be reimbursable, business expenses must be properly documented, substantiated and submitted within 45 days.