



Reimbursement Policy

Purpose

The Rotterdam Community Center (RCC) recognizes that many expenses paid by staff members and volunteers are part of the ordinary and necessary costs of running RCC. Accordingly, we hereby establish an accountable reimbursement policy to defray such costs directly.

Requirements, Process and Guidelines

The costs for reimbursement of expenses shall be estimated and included in the annual budget or from a previously board designate fund.

The following requirements for the policy are binding upon RCC and upon each staff member and volunteer seeking reimbursement for expenses:

1. The process for approving expenditures shall be the following:
 - \$100 or less: approved by the Director of Operations.
 - \$101 - \$500: approved by the Treasurer.
 - \$501+: approved by vote of the RCC Board.
2. Staff members and volunteer shall be reimbursed for their approved ordinary, necessary, reasonable, and documented expenses incurred on behalf of RCC.
3. Requests for personal reimbursement must be provided to the Treasurer with a completed Expenditure Request Form that includes the amount, date, and reason for expenditure attached to receipts clearly identifying the reimbursement amount and item(s) purchased. It is incumbent upon the requestor to obtain approval by the Executive Director or Director of Operations, prior to submitting for reimbursement. Physical copies of the Expenditure Request Form and accompanying documentation are preferred and should be submitted to the Treasurer's office mailbox. Electronic submission of copies to the Treasurer is acceptable in case of necessity.
4. Copies of the Expenditure Request Form shall be retained by the Treasurer and/or Bookkeeper and shall be made available for annual review by the Audit Committee. It is recommended that staff members and volunteers maintain their own copies.
5. The Treasurer is responsible for approving the expense for payment. No person may approve their own expenses. The President will approve any reimbursements requested by the Treasurer. The Treasurer shall exercise discretion regarding the adequacy of the substantiation and the appropriateness of any reimbursement and consult with the President or the RCC Board if necessary.

6. It is the intention of this policy that reimbursements will be paid after the expense has been incurred by the staff member or volunteer. Substantiation must be provided within sixty days of incurring the expense. However, should circumstances require payment of an advance for any anticipated expense, the staff member or volunteer must account for the expense.