



General Expense Reimbursement Policy

Ozark Swimming, Inc. (OSI) will reimburse individuals, clubs, or organizations for expenses required to conduct Ozark Swimming business or conduct OSI programs. Such expenses generally will have been approved through the normal budgetary process or through approved policies and procedures.

Purpose:

The purpose of this reimbursement policy is to set terms and conditions under which individuals representing OSI will be reimbursed for expenses incurred by them on behalf of OSI outside of other specific reimbursement policies. All expenses must be for the benefit of OSI and are not to exceed the budgetary limits of each Committee/Division.

Reimbursed expenses:

The following should serve as a guideline:

- Allowed expenses are not necessarily all-inclusive and discretion is allowed to each LSC Chair in approving expenses required, based on the approved budget. Individuals are expected to show good judgment in the manner of expenses and to have proper regard for economy in the conduct of business.
- All expenses must be authorized/approved by an LSC Chair or OSI Board of Directors
 1. Registration Fees: Registration for workshops, clinics, events
 2. Products/Services: i.e., operational equipment, meet equipment, software (Note: Any assets/capital requests should detail the anticipated life expectancy or anticipated duration of usage)
 3. Miscellaneous Expenses

Exceptions:

- There shall be no reimbursement for mileage or otherwise to attend the House of Delegates or Board of Directors meetings or meetings held in conjunction with meets or other noticed meetings.
- Every expense beyond the budgetary limits must have approval from the OSI Board of Directors for reimbursement.
- Any property or equipment over \$1,000 with a expected lifetime of over one year purchased for the OSI shall have policies for its rental and/or use, which must be approved by the OSI Board of Directors.
- All separate Reimbursement Policies take precedence over this general expense reimbursement policy.
- Direct payments to vendors requests should be made to the treasurer using the Direct Vendor Payment Request form. An invoice must be included.

Procedure for Reimbursement:

- Submit a the Non-Travel Reimbursement Request Form to the Treasurer with documentation including original itemized invoices, receipts, and any other documentation, along with an explanation of the purpose of the expense. Requests must first be approved by the General Chair or a Committee Chair.



- Requests must be submitted within 30 days of incurring the request.
- Failure to adhere to any of the above procedures may result in a denial or reduction in reimbursement. Any policy interpretation will be made by the OSI General Chair or the OSI Finance Vice-Chair.