

Expense Reimbursement Policy

Purpose

Sun Prairie Swim's Board of Directors recognizes that swim team staff will incur expenses on behalf of Sun Prairie Swim. It is Sun Prairie Swim's policy to reimburse reasonable and necessary expenses actually incurred by staff.

This document outlines cost controls and appropriate expenditures and provides a consistent procedure for timely reimbursement.

When incurring business expenses, Sun Prairie Swim staff should:

- Exercise discretion and good business judgment.
- Be cost conscious and spend money carefully. Remember that you are spending money that others have voluntarily donated.
- Report expenses with documentation.

Expense Report

Expenses will be reimbursed based on a written Expense Report submitted within four weeks. It should include:

- The individual's name
- The date, origin, and purpose of each expense. If travel-related, destination and purpose of the trip, including a description of each organization-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct business).
- An itemized list of all expenses for which reimbursement is requested. This should include the following: : date/place of expense, description, name/title of those entertained (if applicable), purpose of expense, and vendor receipts.

Receipts

Receipts are required for all expenditures and must accompany an Expense Report. Personal credit card statements are not a valid receipt. The receipt should show the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

General Travel Requirements

The person authorizing the travel should consider the costs and benefits of every trip.

Meet Travel

The head coach will fill out a meet expense form for all meets the team attends. Assistant coaches will be paid \$70 per meet session. This meet expense covers coaches' hourly rate and meals. Mileage is reimbursed at the current Internal Revenue Service per mile rate as indicated on their website. Mileage is calculated from Sun Prairie High School to the pool location of the meet. This will also be calculated on the meet expense form. Carpooling is encouraged.

Air Travel

Air travel reservations should be made in advance to take advantage of reduced fares. Reservations within 1 month of travel must be approved in advance by the board of directors. Airfare should be booked in economy class.

Lodging

Personnel traveling on behalf of Sun Prairie Swim Inc. may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, safety, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

Out-Of-Town Meals

Personnel traveling on behalf of Sun Prairie Swim Inc. are given a per diem rate of \$20/half day and \$40/full day.

Ground Transportation

Employees are expected to use ground transportation that is safe and cost-effective. Car rentals can be used for meets that are over 1 hour away. If a car rental is reserved all coaches should ride together.

Parking/Tolls/Mileage

Parking and toll expenses, including charges for hotel parking, incurred by staff traveling on organization business will be reimbursed. Reimbursement will be given at the current Internal Revenue Service per mile rate as indicated on their website.

Other Expenses

Reasonable business-related telephone and fax charges due to absence of staff from the individual's place of business are reimbursable. However, staff are encouraged to use personal cell phone in lieu of the hotel room phone as a means of curtailing travel expenses. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

Sun Prairie Swim Inc. maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. In effect, the president reserves the right to decline any such inappropriate expense.

Policy Approved by Board of Directors: 4/18/16