

	POLICY & PROCEDURE	POLICY NUMBER: 102
	Subject: EXPENSE REIMBURSEMENT	EFFECTIVE DATE: 05/01/2003 Approved: 4/23/2003

I. Purpose:

Arizona Swimming will reimburse individuals, clubs or organizations for expenses related to the Mission Statement of Arizona Swimming. Such expenses generally will have been approved through the normal budgetary process.

II. Procedure:

- A. Generally, in order to receive reimbursement, the following must be submitted.
1. Travel Authorization & Expense Report Form,
on which should be include: (See Policy 102A for Sample form)
 - a. Date and vendor's name,
 - b. Purpose of expense,
 - c. Budget line authorizing charge,
 - d. Amount of expense,
 - e. Advances, charges on credit cards, direct payments by Arizona Swimming etc. should be shown as credits
 - f. Report should be signed & dated and
 - g. Original invoices (over \$20.00) supporting expenses
 2. Travel and Entertainment Reimbursement
Travel and entertainment reimbursement(s) are subject to the Travel Policy guidelines. See Policy Number 101
 3. Submission:
Completed expense report form, (Sample at Policy 102A) together with appropriate support, should be submitted to the current Financial Vice Chairman via mail, email or fax. (See Policy 102B)
 4. Payment:
Once a completed expenses report has been received and approved by the Administrative Vice Chairman, it will be forwarded to the Treasure for payment. Generally the company will pay such reimbursement with in 15 days of its approval.

5. Arizona Swimming Credit Cards.
Individual with Arizona Swimming credit cards should file a report monthly covering charges made on the credit card even if there is no balance due directly to the card user.