

	POLICY & PROCEDURE	POLICY NUMBER: 103
	Subject: ENTERTAINMENT & OTHER REIMBURSEMENT(S)	EFFECTIVE DATE: 12/01/04 Approved: 4/23/04

1) PURPOSE

This Policy and Procedure establishes guidelines to govern reimbursement entertainment and other expenses for individuals representing Arizona Swimming Inc. Only members of Arizona Swimming shall be eligible for reimbursements. This policy does not cover Travel. See Policy 101 for Travel Policy.

2) POLICY STATEMENT

The purpose of this reimbursement policy is to set terms and conditions under which individuals representing Arizona Swimming will be reimbursed for expenses incurred by them on behalf of Arizona Swimming.

3) PROCEDURES

To facilitate control of costs and ensure accountability, the procedures for authorization requests, reimbursement for approved expenses and reconciliation of charges on LSC credit cards and/ or direct payments of expenses should be followed.

a. Reimbursement Expenses

The following list of Allowed Expense items will serve as a guideline for individuals. Allowed expenses are not necessarily all-inclusive and discretion is allowed Committee Chairman in approving expenses required for unusual circumstances. Individuals are expected to show good judgment in the manner of travel expenses and to have proper regard for economy in the conduct of business.

b. Registration Fees

The cost of registration should be included on the Travel Expense Report, even if paid directly by Arizona Swimming, so that the total cost of the trip can be determined. Receipts must be submitted for registration expenses.

c. Business Entertainment

- 1) Entertainment must be approved in advance by the appropriate Committee Chairman. Business entertainment is allowable when

the committee Chairman determines it to be advantageous to Arizona Swimming to show hospitality and gratitude. Such entertainment should be expected to return a benefit to Arizona Swimming. Hospitality and courtesy between individuals or group in the normal course of business will not be considered cause for reimbursement.

- 2) To be reimbursed for such an expense, the traveler must indicate on the Travel & Expense Report “who is to be entertained and for what reason they will be entertained.” Receipts must be submitted for reimbursement.

d. Miscellaneous Expenses

- 1) Individuals will be reimbursed for expenses such as postage, office supplies etc when have been approved in the normal budget process. Expenses over \$500 must be approved by Committee Chairman even if budgeted
- 2) Items not Reimbursable
 - a. Personal Items
 - b. Alcoholic beverages and non-business-related entertainment
 - c. Expenses incurred by the family members
- 3) Reimbursement & Travel and Expense Report
Expenses charged on the Arizona Swimming credit cards or paid directly by Arizona Swimming must be accounted for in the same manner as those paid directly by the individual traveling. An appropriate credit should be indicated on the Travel and Expense Report for those payments / charges made on LSC credit cards or directly paid by Arizona Swimming
- 4) Submission on Travel and Expense Report
Travel and Expense Reports should be submitted to the appropriate Committee Chairman within ten working days after the trip is concluded. The appropriate receipts should accompany Travel & Expense Reports. Subsequent to approval of Travel and Expense report, the approved report together with the appropriate support should be sent to the then Treasurer. (See Policy 102 B)
 1. A Copy of the Travel & Expense Report form is attached to this policy and will be available on the Arizona Swimming web page (www.azswimming.org)