

	POLICY & PROCEDURE	POLICY NUMBER: 102
	Subject: EXPENSE REIMBURSEMENT	REVISED DATE: 6-15-2022

A. Purpose:

Arizona Swimming will reimburse individuals, clubs or organizations for expenses required to conduct Arizona Swimming business or conduct Arizona Swimming programs. Such expenses generally will have been approved through the normal budgetary process or through provisions in other policies regarding programs.

- a. 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.
 - i. Reimbursed expenses: The following 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 expenses and to have proper regard for economy in the conduct of business
 1. Registration Fees: \Registration for a workshop or event
 2. Business Entertainment
 - a. 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.
 - b. To be reimbursed for such an expense, the expense report shall include the receipt and who is to be entertained and for what reason they will be entertained.
 3. Miscellaneous Expenses

a. Individuals will be reimbursed for expenses such as postage, office supplies, mileage etc. when have been approved in the normal budget process or prior to the expense occurring.

i. Mileage: AZSI shall reimburse committee and or board members for travel from outside Phoenix Metropolitan area to and from duly called and noticed committee and or Board of Directors meetings.

1. Reimbursement shall be limited to actual mileage from previous site to site of meeting and return using the address of each site.

2. Rate of reimbursement shall be the then current GSA mileage reimbursement rate.

3. There shall be no reimbursement for mileage to attend House of Delegates meetings or meeting held in conjunction with meets or other noticed meeting.

b. Reimbursement Expense Report

i. Expenses are reimbursed by submitting an expense report along with the receipts.

c. Submission of Expense Report

i. Expense Reports should be submitted to the appropriate Committee Chairman and the AZSI Office Staff as applicable within a recommended ten working days after the expense occurs. The appropriate receipts must accompany Expense Reports if expense is over \$20. All payments are subject to approval before disbursement.

B. Procedure:

a. Generally, in order to receive reimbursement, the following must be submitted.

i. Expense Report Form,
on which should be include:
Date and vendor's name,

ii. Purpose of expense,

- iii. Amount of expense,
- iv. Report should be signed & dated and
- v. Receipts supporting expenses

b. Submission:

Completed expense report form, together with appropriate support, shall be submitted to the AZSI Office via mail or email.

c. Payment:

Once a completed expenses report has been received by the AZSI Office Staff it will processed for payment approval.

UPDATES

<u>Date</u>	<u>By whom</u>	<u>Abstract</u>	<u>Section</u>	<u>Control #</u>
8-11-2021	BOD	Policy Review	All	21-19
6-15-2022	BOD	Hskp	All	22-006