

## **WDS REIMBURSEMENT POLICY**

This Policy covers expenses approved by the Board and incurred on the Society's behalf.

Receipts for items purchased with a Society check should be turned in to the Treasurer as soon as possible. If appropriate, a REIMBURSEMENT FORM should be included to aid in tracking expenses and for proper record keeping.

Payment for approved expenditures should, whenever feasible, be made with a WDS check, not by personal cash, check, or credit card. However, when personal funds are used, the following should be adhered to:

A. Every attempt should be made to acquire a receipt for the reimbursable amount only (do not mix personal purchases with those made for the Society). A credit card *statement* is not, for most instances, considered a proper receipt.

B. Submit the receipt within 60 days of purchase along with a completed REIMBURSEMENT FORM. Requests submitted after 60 days will be paid at the discretion of the Board.

C. Purchases made less than 60 days before the fiscal year-end of September 30 should be submitted for reimbursement ASAP so the Treasurer has enough time to prepare the Annual Treasurer's Report, but, turning in these particular receipts after fiscal year-end will not jeopardize their payment.

D. The Treasurer will issue a WDS check for properly submitted expenditures as soon as feasible but no later than 30 days after the request has been made. Payment should be mailed to the requestor unless other arrangements have been made. Any questions arising regarding proper authorization of a purchase, lost receipts, or reimbursement requests made after 60 days will be settled by the Board.

E. Mileage incurred for Society business, other than those events covered under the WDS DOLLARS Rules will be paid with a Society check. This mileage (i.e. driving services for a Speaker for a general membership or annual meeting) will be calculated using the "Business Standard Rate" found in the current year's Federal IRS tax code. On 1-24-13 the Board approved the use of this language for mileage reimbursement. A REIMBURSEMENT FORM should be submitted.

Adopted 3-21-13