

# IDSA Expense Reimbursement Form – Policies & Procedures

The IDSA expense reimbursement policy is applicable to IDSA employees as well as members of the Board of Directors (Board) and volunteers in other capacities. IDSA recognizes that individuals serving on the Board or in other volunteer capacities invest their time, travel away from home and receive no direct compensation for their service. IDSA will therefore reimburse legitimate business expenses to members of the Board for attendance at Board meetings. IDSA will also reimburse legitimate business expenses to volunteers who are authorized by the President or Executive Director to act on behalf of the Society as an official representative of IDSA. IDSA employees will be reimbursed for legitimate business expenses that cannot or were not paid directly by IDSA.

The IDSA Expense Reimbursement Form and the instructions below are intended to provide ease of use and consistency while maintaining prudent accountability.

## Instructions:

1. All claims for reimbursement shall be submitted on the standard IDSA Expense Reimbursement Form and should be completed electronically rather than manually by hand whenever possible to take advantage of the automated formula calculations built into the Excel spreadsheet.
2. Requests for reimbursement should be received by IDSA within 30 days (but no later than 60 days) following the event for which the expenses were incurred.
3. Original receipts are required to be attached to the form as documentation for all claims in excess of \$10.00.
4. Receipts must clearly indicate the date, business purpose, amount and method of payment for each expense. If the claim is for a meal or some other charge for multiple attendees, the receipt must clearly note the names of the individuals attending.
5. Travel and accommodation expenses (i.e. airfares, ground transportation, mileage for personal use vehicle, parking, lodging, meals and gratuities) should be listed under the Travel Expense section of the form. All other expenses (supplies, photocopying, etc.) should be listed under the Other Expense section. Other expenses must indicate a description of the item and the purpose.
6. All forms must be **complete** and **signed** by the person requesting reimbursement to be honored. A complete form includes the following:
  - a. Date submitted.
  - b. Name.
  - c. Street address.
  - d. City, state and zip code.
  - e. Purpose. Generally this is the type of meeting, event or other IDSA business-related expense you are requesting reimbursement for.
  - f. Person authorizing expense.
    - i. If you are a Board member and are requesting reimbursement for a Board meeting, then the authorizing person is "IDSA Policy."
    - ii. If you are acting as an IDSA Representative (as authorized by the Chairman or Executive Director) and are requesting reimbursement for your expenses, then the authorizing person is either the Chairman or Executive Director.
    - iii. If you are a staff member and are requesting reimbursement for expenses, then the authorizing person is your immediate supervisor.
  - g. Itemization of requested travel expenses (total each line, which will occur automatically when completing the form electronically using Excel).
  - h. Itemization of requested other expenses (with description and purpose).
    - i. The total reimbursable expense, cash advance (if any) and total reimbursable expense due indicated, which will calculate automatically when completing the form electronically using Excel.
  - j. Signature.
7. If the form does not have sufficient space to itemize all expenses, you should be able to insert additional rows within each section (travel and other expense) using the Excel spreadsheet. If you are unable to prepare the form electronically using Excel, you will need to subtotal each section of the first form (form 1) and write "carried forward" on the last line of that section. On a new form (form 2) write "carried forward" on the first line and indicate the subtotal brought forward. Total the last form and indicate the Total Reimbursable Expenses Due.
8. Attach all forms and receipts and forward to IDSA, attention Accounts Payable.