

Case Management Society of New England

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Policy #: 16-96

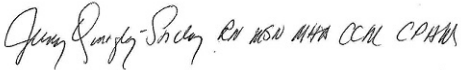
Revised: 3/8/16

Policy: Expenses arising out of Case Management Society of New England (hereinafter CMSNE) business may be reimbursed according to the guidelines outlined below.

Background/Purpose: To define reimbursable expenses and to outline procedure for authorization.

PROCEDURE:

- Expenses associated with committee, officer functions and board meetings, are considered reimbursable, such expenses would include phone bills, travel expense to include mileage, tolls, parking and materials. Chapter is not responsible for reimbursement of non-board member guests or alcohol.
- When scheduled board meetings occur prior to a CMSNE educational program, a double occupancy hotel accommodation will be covered by the chapter at the facility where the program is held. Board members wishing to have a private/single room will be reimbursed at 50% of the double occupancy room rate only, ancillary expenses will be the responsibility of the board member. Board member's payment for private room is due to chapter office no later than 30 days after the event.
- All requests for reimbursement must be accompanied by a Check/Reimbursement Request Form. Reimbursement requests must include copies of receipts. Expenses will be reviewed and approved by CMSNE Treasurer and payment made according to the information provided on the form. Only those expenses approved by the Board of Directors and/or approved budget will be considered for reimbursement.
- Expenses anticipated to exceed approved budgeted amounts must be pre-authorized by the Treasurer. Some expenses may need to be authorized by the Board of Directors at the Treasurer's discretion. Submissions should follow the request for reimbursement guidelines as stated above.
- Mileage for routine board and committee meetings will be reimbursed at the current IRS non-profit rate.
- Check/Reimbursement Request Form must be submitted to the Treasurer, with receipts and explanation attached within 60 days of when the expense is incurred. Responsibility for expenses not submitted within 60 days of incurred expense becomes responsibility of member.
- CMSNE is the "payer of last resort". This means that individuals must submit expenses to their employer (if this benefit exists) or other payer source prior to accessing CMSNE funding.
- The Treasurer and/or Executive Director will issue payment based on the information submitted within 60 days of receipt. Executive Director will keep the original Check/Reimbursement Form on file at Chapter office for accounting purposes.
- To assist the Treasurer in monitoring expenses based on Officer and Committee Budget submitted for the next fiscal year, the Executive Director will provide monthly reports as follows: Itemized Categories Report and Profit/Loss Statement. These reports will allow the Treasurer to monitor financial soundness of the chapter.

Signed: 
Jenny Quigley-Stickney, President

Date: 3/8/16

Check/Reimbursement Request Form

Request Date: _____

Requested by: _____

Check Payable to: _____

Mailing Address: _____

Expense Related CMSNE Committee/Office: _____

(i.e. Nominating, Newsletter, Executive Board)

EXPENSES

Expenses should be broken down by item. i.e. postage, misc. expenses, supplies, photocopying, travel expenses to conferences and/or CMSA board meetings, etc. **Receipts must accompany all expenses submitted for reimbursement.**

Expense Description	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses: _____

For Office Use Only:

Approval of Payment: _____

Date paid: _____ Check #: _____

Entered in Quickbooks _____ Date: _____