

## Reimbursement Policy for Chapter Officer Expenses

If a Chapter chooses to reimburse its Officers for Chapter-related expenses, it is highly recommended that Chapters establish a **reimbursement policy** for any expenses that the Chapter deems reimbursable for Officer expenses.

Establishing a Chapter Officer reimbursement policy establishes clear lines as to what items are reimbursable and therefore prevents any confusion when it comes time to reimburse Chapter Officers for submitted expenses. Here are typical items that may be deemed reimbursable, but again, it would be the decision of the Chapter to establish guidelines:

- Photocopying
- Postage
- Phone Calls

Travel expenses might also be included, but again, the Chapter should decide what should be reimbursable.

If a Chapter establishes a Chapter Officer reimbursement policy, it should **create a form for Chapter Officers to submit expenses for reimbursement**. The form should clearly state what items are reimbursable. In addition, **only items that have an original receipt submitted with the form should be reimbursed**. To follow are sample forms that can be used/modified if a Chapter adopts a reimbursement policy.