



EXPENSE REIMBURSEMENT POLICY

MADTA Policy # 04

Effective Date: December 17, 2013

Revised: August 15, 2017

Approved: December 17, 2013

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Purpose

The purpose of the Expense Reimbursement Policy is to protect MADTA's nonprofit status by providing operating procedures for reimbursement of valid, MADTA business expenses. This policy addresses advance payment requests, reimbursement payment requests, and travel payment requests. All MADTA expenses will follow these procedures. This policy does not replace any applicable state or federal laws governing nonprofit organizations.

Definitions

1. Expense

Any payable item directly related to and caused by operational activities of MADTA. Expenses must be directly or indirectly related to the mission of MADTA.

2. Member

Only active members acting on behalf of MADTA and executing MADTA business may submit payment requests.

3. Request Types

- a. **Advance Payment Request (Check Request) Form** is submitted when the MADTA expense, vendor and amount are sufficiently known in advance to secure an advance payment via a MADTA check.
- b. **Expense Reimbursement Request** is submitted after a pre-approved MADTA expense has been paid by a member. The member has the option to donate the expense amount; however a reimbursement request should be submitted regardless. All expense reimbursement requests MUST have a dated original receipt attached. Expenses are paid directly to the member; no third party payments will be made.
- c. **Travel Reimbursement Request** is submitted for pre-approved travel for MADTA. Mileage is paid at the current IRS rate for charity miles (currently \$0.14 per mile). *Please consult your Tax Professional regarding applicable laws concerning charity travel miles.*

Authorization

All MADTA related expenses must be authorized by the annual budget or the Board of Directors. Only the President, Vice President or Secretary may authorize payments. The Treasurer may not solely authorize payment.

Timing

Expenses must be turned in to the Treasurer for reimbursement no later than 30 days after the expenditure date. All December expenses are due by January 15 of the succeeding year. This will allow ample time to close the books, prepare financials, and prepare for annual reporting and audits. Expenses submitted after this date will NOT be reimbursed. Expense reimbursements will typically be paid within two weeks of receipt. Emailed forms are acceptable with a hard copy to follow.

Attachments:

Advance Payment Request Form

Expense Reimbursement Request Form

Travel Reimbursement Request Form