

Policy No: D-4

Subject: Expense Reimbursement Guidelines for Volunteers

Page: 1 of 2

Effective Date: 1/9/16

Revision Date(s):

Review Date(s):

Review Responsibility: Budget Committee

Policy Statement:

The AASL Board of Directors may provide for the reimbursement of any director, officer or member for reasonable expenses incurred in carrying out appropriate business of the Association. Expenses that have been budgeted will be reimbursed. Non-budgeted expenses must be approved by the AASL Board of Directors.

Focus:

Primary: AASL Budget Committee

Secondary: AASL Board of Directors

Purpose:

To define eligibility for funding and guidelines for reimbursement of expenses incurred by volunteers on behalf of AASL.

Procedure:

1. Approved expenses incurred on behalf of the association will be reimbursed as submitted using the AASL's Travel Expense Form and the following guidelines:
 - a. All requests for reimbursement and receipts for expenses should be submitted to AASL headquarters within 30 days of the occurrence of the expense.
 - b. AASL's fiscal year is September 1- August 31 and therefore any expenses submitted after August 31 will not be reimbursable without full board approval.
 - c. Expenses incurred between August 1- August 31 will receive an extension and can be submitted by September 30 for reimbursement without board approval required.
 - d. AASL staff will review request and will submit the request to ALA for reimbursement.
2. Miscellaneous expenses (postage, supplies, printing, copying and telephone calls)
 - a. In most instances a toll free number will be provided to conduct association business. AASL will not reimburse for minutes or cell phone plan use but will reimburse for any expenses limited to association business when a bill is submitted indicating which calls are being submitted for reimbursement.
 - b. Official association correspondence should go through AASL headquarters, however, any postage, supplies or printing/copying expenses incurred at the request of the association should be submitted with a receipt for each item.
 - c. Personal expense items will not be reimbursed.
3. Travel Expenses (airfare, ground transportation and personal auto usage)
 - a. Air transportation must be booked at the lowest available coach or economy rates. Every attempt should be made to book reservations as early as possible. Volunteers will be responsible for any additional cost incurred for flights not booked by the advance reservation cutoff date set for the event and for flight changes after original booking.

- b. Ground transportation will be reimbursed only for travel to and from the airport of the departure city and between the airport and hotel of the city where the meeting is being held.
 - c. Personal auto use will be reimbursed at the IRS-established mileage rate and will be reimbursed only after the travel has been completed.
 - d. AASL travel reimbursement follows the ALA guidelines which include:
 - i. Daily per diem for meal amount noted on expense form.
 - ii. One checked bag
 - e. Events in which additional expenses may be incurred (e.g. meal with joint group, cab fares to meetings, etc.) may be eligible for reimbursement but should be pre-approved when possible.
 - f. Volunteers with questions regarding what will or won't be reimbursed should contact headquarters prior to travel.
 - g. No expenses will be reimbursed prior to the actual travel or event
4. If not pre-approved, requested reimbursement will be reviewed, but is not guaranteed to be reimbursed.