

## **HWTA POLICY ON REIMBURSEMENT FOR EXPENSES**

1. If authorized by a board member or a committee coordinator, HWTA residents may incur expenses for maintenance of HWTA facilities or performance of HWTA functions.
2. To obtain reimbursement, the resident obtains receipts for any expenses, and presents those to the board member or committee coordinator who authorized the work and approved the expense, along with a brief statement of what was accomplished. If appropriate the board member or committee coordinator approves the reimbursement and forwards the receipt, the request, and the approval to the Treasurer.
3. If it is not possible to provide a receipt for the expense, the resident may simply explain what cost was incurred, and request reimbursement. Normally this situation will only arise for amounts less than \$100. If the board member or committee coordinator approves the reimbursement, the request and the approval are forwarded to the Treasurer.
4. Requests for reimbursement should be submitted for approval and payment within 30 days from completion of work.
5. All of the above communications may be accomplished either on paper, or by means of scanned receipts and forwarded e-mails. The Treasurer will issue a check for the reimbursement, normally within one week of having received the request.
6. In situations where individuals are both incurring expenses and authorizing reimbursements, there must always be a second person, board member or committee coordinator, authorizing the transaction.
7. All expenses subject to reimbursement under this policy will be for direct expenses rather than compensation for an individual's time.

Approved by the HWTA Board January 8, 2020