

ISA Reimbursement Policy

- I. The Executive Board has the fiduciary duty to expend the membership funds wisely and is responsible to ensure that expenses incurred for travel and other activities/goods are essential to their function. Expenses should be reasonable and justified.
- II. Any exceptions to the policy will require the prior approval of the Executive Board.
- III. Any reimbursement policy is applied uniformly to all local leaders and member volunteers who incur expenses on behalf of the local.
 - A. The Executive Board approves the President and Treasurer to authorize reimbursements for more than \$200.00.
 - B. If there are questions about a reimbursement, the President and Treasurer will make the decision to pay it.
- IV. Reasonable expenses for reimbursement for union business at market value:
 1. Office supplies - paper, printer ink, envelopes, postage stamps, stickers
 2. Meeting supplies - paper goods, tableware, refreshments
 3. Equipment - digital and other to benefit the union
 4. Conference registration
 5. Mileage, tolls, parking, public transportation, housing (double occupancy or commuter rate, if conference or convention), conference raffle basket expenses
 6. Other goods or fees that benefit the ISA
- V. Acceptable paid receipts and bills include originals, photocopies, scanned receipts, attachments to emails or documents will be presented to the Treasurer along with the amount, date, place, and purpose of union use, member's name, address