

Aina Topa Hutsi Volunteer Reimbursement and Check Request Policy

Aina Topa Hutsi lodge reimburses volunteers for necessary expenditures and reasonable costs incurred in the course of performing their duties. **This policy is only for Aina Topa Hutsi lodge volunteers with named positions and does not apply to any other volunteer personnel, staff, or program hosted or conducted by Alamo Area Council.**

Some expenses that may warrant reimbursement include but are not limited to the following: materials, equipment rentals, air or ground transportation costs, lodging, meals for the purpose of carrying out lodge business, and any other reimbursable expenses as required by law. Volunteers are expected to make a reasonable effort to limit expenses.

To be reimbursed:

- Expenses must be for a budgeted item in the Annual Lodge Budget. (I.E. Items expensed to River District will count towards the River District line item included in the Lodge Budget. Equipment rentals for May Gathering would be expensed to the May Gathering line item.)
- Expenses of more than \$100.00 must be approved in advance by the Lodge Adviser and Staff Adviser
- Expenses must be submitted for reimbursement within 7 days.
- Volunteers must submit expense reports to the Lodge Adviser, Lodge Staff Adviser and Lodge Financial Adviser by electronic form.
- The report must be accompanied by receipts or other documentation substantiating the expenses incurred.

*Taxes are not reimbursed – A Tax Exempt form is provided to all Chapter Advisers, and Associate Lodge Advisers to use for lodge or chapter purchases only. All others please request a Tax Exempt ID form from the Lodge Staff Adviser not less than 7 days prior to purchase. The request must include the items to be purchased and the Business you will be purchasing from.

The expense reimbursement check may take 4 to 6 weeks to arrive at your address.

Expenses deemed excessive by the lodge may not be reimbursed and may subject the volunteer to progressive discipline, up to and including termination.

Any falsification of expense reports will be grounds for immediate dismissal from Aina Topa Hutsi.

If you are not comfortable making a purchase and waiting for the reimbursement, you may contact the Lodge Staff Adviser and request a check made payable to the company you are purchasing from. Please allow 4 to 6 weeks for this process as well.

Questions regarding this policy should be directed to the lodge adviser, lodge staff adviser and lodge financial adviser.