

Connecticut Society of Gastroenterology Nurses and Associates, Inc.
Board Policy & Administrative Procedure

Subject: Reimbursement Eligibility

Review Responsibility: Executive Board, Board of Directors, Treasurer, and Finance & Audit Committee when applicable.

Policy Statement: The Board of Directors may provide for the reimbursement of any director, officer or member for reasonable expenses incurred, carrying out any appropriate business of the Society.

Focus: CTSGNA Executives, Board of Directors, Committee Chairs and Members

Purpose: To define eligibility for CTSGNA funding and guidelines for reimbursement of expenses incurred.

Procedure:

1.

Approved expenses incurred on behalf of the Society will be reimbursed as submitted using the CTSGNA Reimbursement Request Form.

1.1 All requests for reimbursement and receipts for expenses incurred and approved should be submitted to the CTSGNA Treasurer within 30 days of the occurrence of the expense. All expenses incurred prior to December 1st for the calendar year must be submitted for reimbursement by December 31st. Reimbursement requests submitted **after** December 31st for expenses incurred prior to December 1st, or after January 31st for expenses incurred between December 2nd – 31st, will not be reimbursable without full board approval.

1.2 In accordance with IRS requirements, original receipts for expenses of \$25.00 or more must be submitted with the reimbursement request form.

1.3 If the reimbursement request forms and receipts are not received by the CTSGNA Treasurer, it could be considered per diem and treated as 1099-MISC income. It will become the individual's responsibility to claim this on their annual taxes.

1.4 The CTSGNA Treasurer will review requests and prepare reimbursement checks for the approved/appropriate reimbursements.

2.

Miscellaneous Expenses (Postage, supplies, printing and other CTSGNA business related costs)

2.1 In order to receive reimbursement, members must submit a reimbursement form along with all receipts to the CTSGNA Treasurer within 30 days of expenditure, or 30 days from notification of the achievement/award.