

# Alpha Rho Chi

## Grand Council Officer & Appointee Expense Reimbursement Policy

Updated August 2016

The Fraternity appreciates the efforts of its volunteer leaders, and realizes that there are expenses associated with service to Alpha Rho Chi. Believing that personal wealth should not be a prerequisite to such fraternal service, the Fraternity seeks to remove financial barriers for those who offer to serve the Fraternity to the furtherance of its ideals.

The purpose of this policy is to document the allowable expenses eligible for reimbursement. Also included is additional reference information that may be useful to Alpha Rho Chi members in submitting reimbursement forms.

# Executive Summary

This Policy applies to expenses incurred by a duly authorized Grand Council Officer or Appointee who incurs expenses in the process of conducting Fraternity business.

## General Policy

- Expenses must be necessary in the conduct and execution of Fraternity business, and an allowable charge to the funding source.
- Expenses must be related to the goals and mission of the Fraternity.
- Expenses must be reasonable and appropriate under the circumstances, in moderation, and in good taste.
- All expenses must be fully documented.
- All Officers, Appointees and individual members conducting Fraternity business are responsible for compliance with this policy.
- An individual's travel status does not affect reimbursement for expenses.

## Criteria

Expenditures which have a clear and direct bearing on Fraternity business and its stated mission and goals, which may be considered reasonable, appropriate, subject to the general policy articulated above, and meet the criteria described within the policy, shall be reimbursed.

Expenditures of a personal nature, unreasonable or excessive expenses, and those not specifically related to the conduct of Fraternity business or its stated mission and goals are not reimbursable.

## Approval

Fraternity events, including various ceremonial and official events, conferences, retreats, recognition or morale building activities, public relations, development, fund-raising events, regional workshops and activities, require prior written approval from the Grand Council. Such approval must be obtained through normal administrative channels. Fraternity policy regarding budgeting, approvals, purchasing and documentation shall apply.

## Documentation

An original receipt must accompany all expenditures and documentation must include:

- The date, location and description of the expenditure.
- The name(s), title, affiliation and business relationship of the person(s) in attendance.
- Business purpose for incurring the expense.

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## **General Requirements & Responsibilities**

### ***Individual***

The individual submitting a reimbursement form (E-4) bears the responsibility to:

- Spend the Fraternity's money, when required to do so, in a prudent manner and within the guidelines set forth in this policy.
- Verify that all expenses paid or being reimbursed by the Fraternity are valid and conform to this policy and understand that requests lacking required documentation and/or Fraternity purpose will be questioned and may not be reimbursed.
- Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted E-4 or been paid directly to a third party.
- Submit all forms related to his/her travel to the WGE within 30 days of completion of travel or incurrence of expense.
- Retain accountability for ensuring all expenses are in accordance with this policy.
- Contact the WGE for assistance, if you have any questions.

### ***Grand Council***

Grand Council Officers (GCO) shall be authorized to approve Fraternity expenditures of others (including other GCO), shall administer these policies, and are responsible to:

- Attest that the purpose of the expense is valid and directly related to Fraternity business.
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the expense. Explanation of such expenditures must be included on the E-4 form.
- Understand that while the WGE may review the E-4 form, primary responsibility for the appropriateness of expenditures rests with the Member and GCO responsible for approval.

### ***WGE***

The WGE is responsible for reviewing E-4 forms prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:

- Information on the E-4 is supported by accompanying documentation, which is both complete and in accordance with this policy.
- Expenses have been reviewed/approved by the appropriate GCO.

The Member and GCO should note that the Grand Council and (annually) the Audit Committee routinely examine expense reports for compliance with Fraternity policy.

## **General E-4 Form and Approval Requirements**

The requirements for expense reports and approvals are as follows:

- E-4 forms must be completed and submitted within 30 days of incurring the expense.
- Faxed or emailed copies of E-4's will be accepted, provided originals are submitted to the WGE within 1 week following the fax or email.
- All expenses included on the E-4 must be accompanied by a valid receipt or supporting documentation, including a brief explanation of the expense. Failure to provide such documentation will result in denial of reimbursement. Receipts for minor charges (e.g. tips or tolls) are not required as long as they are appropriately documented on the E-4.
- Individuals must be in good financial standing with the fraternity.

- Expenses incurred in a foreign country should be reimbursed based on the converted rate, generally per the credit card statement.
- All E-4s must be approved by the WGE and at least one other Grand Council Officer.
- Grand Council reserves the right to hold reimbursement while it researches E-4 items.
- This policy may be modified at any time at the discretion of the Grand Council.

## **Reimbursement of Non-Travel Related Expenses**

Following are general guidelines with regard to non-travel related fraternity expenses that may be incurred by members as they perform their job duties. Receipts are required for all expenditures and prior approval must be obtained in accordance with these guidelines.

### *Meetings and Seminars*

Fraternity meeting expense occurs when two or more people meet for fraternity purposes and either 1) all are Alpha Rho Chi brothers or 2) one or more Alpha Rho Chi brothers are meeting with one or more non-brother(s) for the primary purpose of discussing Fraternity business. As entertainment of speakers or honorees may be valuable to the Fraternity in attaining its business objectives, such meetings should always reflect good character and the highest ethical standards of Alpha Rho Chi. A list of attendees and the purpose for any meeting are required for all meeting related expenses. These expenses should be managed within approved budget limits and only after obtaining the appropriate Grand Council authorization. The senior Grand Council officer present at the meeting must incur and report the expense.

### *Meals*

Meal expenses may be incurred in conjunction with an authorized meeting or entertainment function. Such expenses incurred as a direct result of meetings and/or workshops with student or alumni groups, hired speakers or honored guests, potential donors or sponsors shall be reimbursable, provided prior approval from the Grand Council has been obtained. Additionally, meals purchased for impromptu meetings with chapter or alumni association leaders may be deemed reimbursable by the Grand Council on a case by case basis. Any meal purchases (individual or sum total) in excess of \$250 requires a majority approval of the Grand Council prior to purchase. Tips<sup>1</sup> should be in the 15% - 20% range depending on the level of service received. Tips should not exceed 20%.

### *Alcohol*

Members (alone or with other members) will not be reimbursed for alcoholic beverages. The Fraternity may grant an exception to approve reimbursement for alcoholic beverages, for public relations purposes, if pre-approval has been obtained from the Grand Council. Note: If alcohol has been approved, additional steps must be taken to ensure the safety and well-being of every participant. Personal bar tabs will not be reimbursed under any circumstances.

### *Fraternal Relations*

Expenses that are primarily related to fraternal activities, such as team building, award celebrations and/or recognition, should be coded to Fraternal Programs. All individual member awards should be communicated to and approved in compliance with the Constitution & By-

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<sup>1</sup> See Appendix

Laws. Fraternal expenses should be managed within approved budget limits and with the appropriate Grand Council approval.

#### *Professional Memberships, Dues and Fees*

Memberships, dues and fees, including airline club memberships, are not reimbursable unless approved by the entire Grand Council. Fraternity membership dues and/or fees to other professional organizations, such as the PFA, are reimbursable if payment is made while in service as a representative of Alpha Rho Chi (e.g. PFA Conference, etc).

### **Reimbursement of Travel Related Expenses**

The Fraternity recognizes and appreciates the efforts of its volunteers that are required at times to travel for Fraternity purposes. While Fraternity travel is sometimes a necessity of performing our duties as officers and appointees, serious consideration should always be given to travel alternatives, such as conference calls, webinars, net meetings, or video conferencing, prior to booking travel arrangements. Setting clear objectives and doing sufficient pre-planning, including giving proper notice to the location or organization that you are traveling to, are essential to making the most of your trip. Each Grand Council member should carefully consider the travel needs of the Appointees under their direction, and should always follow up afterwards to ensure that the objectives were achieved.

#### *Travel Authorization*

All travel must be pre-approved by at least one member of the Grand Council, if reimbursement is expected. Certain travel expenses, as detailed in this policy, may require pre-approval in writing by the entire Grand Council in order to be reimbursed. Travelers should provide a written proposal, including details outlining the objectives for the trip and projected expenses associated with the trip. Failure to provide this proposal, along with documented pre-approval, may result in denial of reimbursement. Once reviewed and approved by the applicable GCO, the member may finalize their travel arrangements.

#### ***Transportation***

All airline, train and long distance bus travel should be booked through the most economical options available, including online discount travel websites, which the traveler may want to consider when making their travel arrangements. Members should attempt to book advance non-refundable discounted tickets, if possible. Advance purchase discount tickets are generally available for travel booked 7, 14, and/or 21 days in advance. Promotional upgrades (upgrades obtained by nominal additional fees or frequent flyer points) are allowable at the GCO's or appointee's expense as long as the upgrade does not sacrifice the lowest logical airfare. Members traveling may consider staying over a Saturday night, if the expense does not increase the cost of the trip.

#### *Airfare*

Electronic tickets are suggested for all applicable flights. Business Class travel, or First Class if Business Class is not available, is only reimbursable on international flights and with the prior written approval from the entire Grand Council. Written approval, along with a comparison of

the Business or First Class airfare compared to Coach airfare, must be submitted with the traveler's E-4 form.

Travel itineraries should be retained and submitted with the E-4 for airfare reimbursement. Members are only reimbursed for the authorized, used portion of his or her airline ticket. Cancellations should be communicated in a timely manner in order to receive appropriate credit against future travel. Reimbursement of unused tickets must be indicated as such on the member's E-4 in order to ensure reimbursement and appropriate accounting treatment.

Note: Business or First Class airfare for speakers and other professionals may be purchased if this requirement is stated in their contract with the Fraternity.

### *Airport Parking*

Daily or Long-Term economy parking should be used by all Fraternity travelers. Hourly parking is not recommended due to the cost and may not be reimbursed unless the departure and return are on the same day. Valet parking will not be reimbursed in any circumstance.

### *Car Rental*

Members should use search engines similar to those used for airfares when searching for car rental service. The following guidelines should be followed when renting cars:

1. Car rentals should be booked, seeking the most economical price.
2. For safety, convenience and comfort, members may rent an intermediate-size rental car for Fraternity travel. Upgrades from intermediate-size rental cars will be reimbursed if a larger vehicle is necessary for transporting 4 or more individuals on Fraternity business.
3. The refueling option must be declined and the car returned with the level of fuel required by the rental company.
4. Additional insurance should not be purchased from the rental firm for any Fraternity use and members will not be reimbursed for additional insurance purchased.
5. Rental cars should be returned to the original rental location in order to avoid costly drop-off charges.
6. Rental cars must be operated within the terms of the rental contract at all times. Unauthorized use includes, but is not limited to, operation by an ineligible driver, operation by a driver under the influence of alcohol or drugs, or engaging in willful or wanton misconduct.
7. All automobile accidents which involve personal injury or property damage and which occur when using a rental car while on Fraternity business must be reported immediately by phone and in writing to the Grand Council at [grandcouncil@alpharhochi.org](mailto:grandcouncil@alpharhochi.org).

### *Taxis, Limousines and Other Public Transportation*

Members should evaluate their individual circumstances and select the safest, most economical alternative when traveling to and from all destinations. Please be aware that courtesy vehicles may be available through your hotel or that an airport shuttle may run to major hotels for a fee less than taxi fare. Certain limousine companies provide a sedan or van with driver which may be the most cost effective ground transportation alternative for groups of Fraternity travelers.

Luxury limousine service is highly discouraged and, unless approved by the Grand Council, will not be reimbursed. Please remember that receipts are required.

### *Use of Personal Vehicles*

Members will be reimbursed for all authorized Fraternity use of their personal vehicles. Reimbursement is provided when fuel receipts are accompanied by an E-4. The fraternity will not reimburse on a mile for mile basis.

### **Lodging**

All lodging reservations should be made through travel providers as is most economical. Lodging accommodations should be for reasonably priced standard single-, double-, or quad-occupancy rooms as is appropriate for the reason for travel. The member is responsible for contacting the travel provider or hotel to cancel the reservation if it is no longer needed, in accordance with the hotel's cancellation policy, in order to avoid no-show charges. No-show charges will not be reimbursed unless due to extenuating circumstances. Incidental charges (i.e., in-room bottled water, room service, etc.) are not reimbursable.

### *Telephone Charges*

Reasonable expenses incurred for telephoning home while on Fraternity business travel may be approved by the Grand Council. Cell phones or calling cards should be used whenever possible in order to avoid costly hotel phone charges.

### **Meals**

Members will be reimbursed for their normal meals incurred while traveling away from home. Total meal expenses may not exceed \$30.00 per day for all meals, including tip. All meals must have receipts. Tips should be in the 15% - 20% range depending on the level of service received. Tips should not exceed 20%.

### **Non-Reimbursable Expenses**

The following are not reimbursable since they are primarily for personal use (exceptions, if approved in writing by at least one Grand Council officer, may apply if it pertains to Fraternity business, or is due to Fraternity necessity):

- Additional airline or automobile insurance
- Airline club memberships
- Alcoholic beverages
- Automobile repair or maintenance
- Credit card interest or late charges
- Day-care for children or pets
- Upgrade fees of air, hotel, or auto
- Formal attire rental
- Golfing or green fees
- Golfing car rental
- Grooming, nail or hair salon expenses
- Headphones on airlines
- Health club fees
- Laundry
- Massage
- Movies (in-room or at the theatre)
- Personal books, magazines or entertainment
- Personal gifts
- Personal travel portion during Fraternity trip

- Pet hotel stays or pet transportation
- Political or charitable contributions
- Sporting events
- Spouse's expenses if accompanying the member on trip
- Toiletries or medicines
- Traffic citations
- Valet Parking

### ***Entertainment***

Personal entertainment while traveling on Fraternity business is not reimbursable. This includes, but is not limited to, in-room movies, hotel gym fees, sporting event tickets, books or magazines, or personal bar bills. Questions regarding reimbursement of expenses that you are not sure of should be addressed to a Grand Council officer.

### ***Combining Fraternity and Personal Travel***

At times a member may wish to combine personal activities in connection with a Fraternity trip. The Fraternity accommodates such activity, provided that the related time and expense are paid by the individual, and the Fraternity's business objective for the travel is unaffected. In submitting the appropriate E-4 the member is responsible for excluding all expenses of a personal nature from the E-4. Appropriate documentation is also required in order to facilitate accurate processing by the WGE.

### ***Travel Advances***

Travel advances (cash advances) are not allowed for Fraternity travel per this policy.

### ***Audit and Review***

Travelers conducting official Fraternity business are expected to exercise the same care in incurring expenses as would a prudent person. Excessive costs, circuitous routes, excess delays, or luxury accommodations and services unnecessary or unjustified in the performance of fraternity business are not acceptable and will not be reimbursed. Avoid use of hotel direct dial lines, and use mobile phones and phone cards whenever possible. Travelers are responsible for excessive costs and any additional expenses incurred for personal preference or convenience. All expenditures are subject to audit and review.