



Expense Reimbursement Policy For the Druid Hills Civic Association

Purpose

The Board of Directors of the Druid Hills Civic Association (“DHCA”) recognizes that officers, board members, and committee members (“Members”) may be required to incur expenses from time to time to conduct approved activities and to further the mission of this nonprofit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) a uniform and consistent approach exists for the timely reimbursement of authorized expenses incurred by Members. It is the policy of the DHCA to reimburse only reasonable and necessary expenses actually incurred by Members.

When incurring expenses, the DHCA expects Members to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the Member requesting reimbursement submits a written Expense Report. A separate Expense Report should be submitted for each activity if your expenses involve more than one activity.

The Expense Report, which should be submitted within one (1) month of the completion of the activity, must include:

- The Member's name,
- The related activity:
 - Home Tour – Organizational, Operational, Security, Design, Printing, Signage, Other (choose one)
 - Artist Market – Organizational, Operational, Security, Design, Printing, Signage, Other (choose one)
 - Parents Network
 - July 4
 - Druid Hills Day/Halloween Party
 - Druid Hills Yard Sale
 - Division #
 - Burbanck Park
 - Lullwater Roundabout
 - Other Parks, Greenspace & Watershed
 - Land Use, Planning, & Zoning
 - Historic Preservation
 - Other (specify)
- (In the case of Entertainment or Business Meetings) The business purpose and matter(s) discussed,
- An itemized list of all expenses for which reimbursement is requested, including the date, description, and amount,
- The Member's signature,
- The date of submission,
- Mailing address for check reimbursement, and
- (in the case of an activity where you are working in support of a project or committee chair) The Supervisor's signature.

Receipts

Receipts are required for all expenditures. No expense in excess of \$25.00 will be reimbursed to Members unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or bank statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Preapproval Requirements

Any expenditure in excess of \$500 must be preapproved by the DHCA President or Treasurer.

Entertainment and Business Meetings

Reasonable expenses incurred for organization/business meetings or other types of business-related entertainment are reimbursable but must include the Member's name, activity, date, description, and amount (see above) as well as:

- Date and place of entertainment and
- A description of the business purpose for the activity including the specific business matter discussed.

Travel Expense Requirements

It is not anticipated that travel expenses will be incurred or reimbursed, including air fare, taxi, hotel, meals, entertainment, mileage, parking, and other travel-related expenses. However, if a Member anticipates incurring such expenses, please contact the Treasurer. Special Internal Revenue Service rules apply.

Submitting Instructions

Completed Expense Reports, with scanned copies of receipts attached, should be emailed to treasurer@druidhills.org OR mailed to:

- Druid Hills Civic Association
P.O. Box 363
Decatur, GA 30031
Attn: Treasurer

Checks will be cut on the 15th and the last day of the month. Emailing ensures that expense reports are received in a timely manner.