

# EXECUTIVE BOARD POLICY DECISION

## Reimbursement policy

1. It shall be the policy of IAFF Local F-282 to reimburse members for pre-approved expenses associated with Local F282 business. All other Local F282 business expenses must be submitted for Eboard approval.
2. All reimbursements must be submitted with the Local's reimbursement form and a copy of the receipt.
3. Normal reimbursements shall be submitted within 6 months of the expenditure.
4. Any reimbursement request greater than 6 months in age will be voluntarily forfeited.
5. Member with expenditures within the last month of the fiscal year must make reasonable efforts to notify the Secretary/Treasurer of the expenditure before the end of the month and turn in his/her receipt with reimbursement form ASAP.
6. Expenditures accrued in the last month of the fiscal year submitted in the new fiscal year without notice or receipt will require approval by the Eboard.

Motion submitted to Eboard on 10/23/14.

Motion passed as amended on 10/23/14

Policy adopted by IAFF Local F282 10/23/14