Reimbursement Policy

Version 1.1 / Last Amended 03/06/2024

I. Purpose

A. The purpose of this policy is to define expenses that may be reimbursed and the process through which they will be reimbursed.

II. Reimbursement

A. The NAIGC reimburses volunteers for ordinary and necessary expenses incurred as a result of doing business to execute the purpose and mission of the NAIGC.

B. Reimbursable expenses are expenses that have been approved in the annual budget. Up to 100% of the cost of reimbursable expenses may be reimbursed to the volunteer. Reimbursable expenses may include, but are not limited to, the following: lodging, travel, mileage, and personal meals. All reimbursed expenses shall not exceed the rates defined in IRS publications 463 and 1542.

C. If an expense is not included in the budget, it will be reimbursed per the Procurement Policy.

D. Volunteers must request reimbursement from the Treasurer via the NAIGC's reimbursement platform (currently Bill.com)within 30 days of the expense being incurred.

1. Volunteers must provide requested documentation when submitting a request for reimbursement, including but not limited to: volunteer contact information, including name and address; description of the purchase, including name and address of the vendor; date of purchase; any receipts or invoices related to the purchase; and whether the expense was included in a budget.
2. Volunteers requesting reimbursement beyond 30 days of the expense being incurred must request approval from the Treasurer to receive reimbursement.
3. Reimbursement will be issued by check or direct deposit within 14 days of the submission of the request for reimbursement.

III. Amendments

A. This document may be amended by the NAIGC Board.