

# **REACT International, Inc.**

## **Policy Statement**

### **Policy 9-01**

- SUBJECT:** Expenses of REACT International Officers, Directors, Staff
- PURPOSE:** Establish Policies and Procedures for Reimbursing Approved Expenses
- SCOPE:** Officers, Directors, Staff

#### **GENERAL:**

When funds are available, and when approved by the Board of Directors, certain expenses incurred by Officers, Directors, and staff may be reimbursed.

#### **POLICY:**

Reimbursable travel expenses incurred in the conduct of official REACT duties include air fare (coach or economy), mileage (not to exceed the cost of a coach round trip airline ticket), lodging, and meals.

Telephone, photocopying, and postage expenses incurred for REACT business may also be reimbursed as requested.

Mileage reimbursement will be at the current rate accepted for business expenses by the Internal Revenue Service.

All requests for reimbursement must be submitted on the appropriate form, and must include receipts for airline tickets, lodging and meal expenses, receipts for services (telephone, postage, photocopying, etc.).

#### **CAVEAT:**

Directors are elected, and Officers appointed, with the understanding that their travel expenses will not be reimbursed without a specific determination by the Treasurer, approved by the Board of Directors, that adequate funds are available.

Approved 20 Jun 90. Revised 23 Jul 03.

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