[Your Organization's Name]

YOUR LOGO HERE

**Expense Reimbursement Policy**

**Purpose**

The purpose of this Expense Reimbursement Policy is to establish guidelines for reimbursing organizational expenses incurred by employees, volunteers, and board members. Adhering to these procedures ensures fair and consistent financial practices that comply with tax laws and serve the organization's mission effectively.

**Scope**

This policy applies to all employees, volunteers, and board members who incur expenses on behalf of the organization.

**Pre-Approval**

Before incurring an expense, obtain written approval from the designated authority within the organization, usually a department head or executive. For expenditures over a certain threshold—say, $500—a higher level of approval may be required.

**Eligible Expenses**

* **Travel:** Airfare, lodging, and local transportation for official organizational activities.
* **Meals and Entertainment:** Only when they directly relate to the organization’s mission and have been pre-approved.
* **Supplies and Equipment:** Necessary for project implementation.
* **Professional Development:** Conferences, workshops, and courses that are directly relevant to one's role.

**Ineligible Expenses**

* Personal items
* Expenses without receipts
* Late fees or fines

**Documentation**

For each expense, you must provide:

* **Receipts:** Original, itemized receipts are required for all reimbursements.
* **Expense Report:** An expense report should be completed and submitted within 30 days of incurring the expense.
* **Purpose:** A brief explanation of how the expense relates to organizational activities.

**Reimbursement Process**

* Submit the completed expense report along with all required documentation to the finance department.
* The finance department will review the submission for compliance with this policy.
* Upon approval, reimbursements will be processed within 10 business days.

**Auditing**

To ensure compliance and proper fund allocation, internal audits may be conducted periodically. Be prepared to justify any expenditures should an audit take place.

**Amendments**

This policy is subject to change at the discretion of the Executive Director/CEO. Any changes will be communicated promptly to all stakeholders.

**Conclusion**

Understanding and following this Expense Reimbursement Policy is essential for maintaining the organization's financial integrity. Adherence ensures you can focus on what truly matters: fulfilling your nonprofit's mission.

*By implementing these straightforward and actionable guidelines, you're not only streamlining administrative processes but also setting a foundation for financial accountability and success.*