

**Business Practice Reimbursement
Addendum on Late Charges and Cancellation Charges Rev 0**

The following text will be added to the Reimbursement Business practice:

Late Fees/Charges

Any employee or officer of the Association that is in a position or authority to incur charges does so with the responsibility to make arrangements or payments in a timely manner and avoid late charges of any type. In this regard no late charges will be reimbursed. On occasion the President of the Board with the Treasurer may allow late charges in response to a crisis in which time is of the essence and a late charge is unavoidable.

Cancellation Fees/Charges

Any employee or officer of the Association that is in a position or authority to make arrangements such as but not limited to travel, training, lodging, workshop/conferences may not seek reimbursement of cancellation charges. Employees and officers must make every opportunity to cancel arrangements in advance so to avoid cancellation charges.

Use of Credit Cards, Pay Pal or the like and Reimbursement

If any employee or officer uses a personal credit/debt card/Pay Pal or the like for Association business a copy of the receipt is required. Late payment fees and or interest assigned to the item or service procured will not be reimbursed.

Allowable Expense and Per Diem Rates

Any employee or officer traveling in a personally owned vehicle beyond normal function in the Declared Service Area may be reimbursed for travel on a per mile basis as established in government travel reimbursement rules. Lodging and meals must be within government Per Diem rate and rules for the location where the cost is incurred.

Cost Estimates for Travel

All Travel in which cost reimbursement will be sought will require an estimate of cost in advance and communicated to the President and the Treasurer. Cost estimates exceeding \$100 will need preapproval. Cost estimates will include the item or service being procured and associated travel. The Treasurer may assist in preparing the estimate.