



CGEHOA REIMBURSEMENT POLICY

There are situations where it is advantageous for the Association to have a member of the Association (member, committee member, board member) expend personal funds to pay for products, services, or other expenses for the Association’s benefit and to later seek reimbursement of those funds. This policy was developed to prevent abuse of this process and provide transparency in finances.

An Association Officer with payment authority will reimburse members who have paid Association expenses with their personal funds when:

- The expense was previously authorized by or later confirmed by the Board of Directors during a noticed meeting, and
- Documentation has been provided to the Association Officer with payment authority which sufficiently substantiates all of the following:
 1. The purpose of the expense (products, services, fees, etc.).
 2. The date the expense was paid.
 3. The amount of the expense paid.
 4. To whom the expense was paid.
 5. That the expense was paid by the member seeking reimbursement.

Documentation should consist of the original receipt or invoice showing paid. For online transactions, substantially similar documents produced from vendor websites or received from the vendor via email by the payor then forwarded to the Association Officer will also be accepted. Completion of a “Request for Reimbursement” form, while helpful is not mandatory.

If the member fails to provide documentation within 30 days of the later of: The date of the expense, Board approval of the expenditure, or Board adoption of this policy, the member will not be reimbursed and their payment for the expense will be considered a donation to the Association.

This Policy is adopted on May 11, 2022, by vote of the Board of Directors.

_____	_____	_____	_____
Board President	Date	Board Treasurer	Date
_____	_____	_____	_____
Board Vice-President	Date	Board Secretary	Date