

## **Department of Minnesota Reserve Officer's Association Travel Reimbursement Policy**

The following policy for reimbursement of travel expenses is contingent upon prior approval of all activities by the Department of Minnesota ROA Board.

1. Reimbursable travel (not including Mid-Winter meeting and National convention attendance)
  - A. Department ROA members acting on direction of the Board and conducting business in the name of the Department of Minnesota Reserve Officers Association may receive reimbursement for expenses incurred in accordance with this policy..
  - B. Members residing within the eleven county metropolitan area conducting business within the said area are exempted from this travel reimbursement policy.
  - C. Mileage shall be reimbursed at the federal rate at the time the travel is conducted.
  - D. Lodging shall be reimbursed up to a maximum of \$40.00/night.
  - E. Meals shall not be reimbursed
  - F. Members on orders shall not be eligible for reimbursement of expenses.
  - G. Chapters shall assume the responsibility for expenses incurred for the purpose of presenting ROTC medals.
  
2. Mid-Winter meeting and annual National Convention Reimbursement
  - A. Board of Directors or designated Department members conducting business in the name of the Department of Minnesota Reserve Officer's Association may be eligible to receive reimbursement for expenses incurred in accordance with this policy.
  - B. The Department President and National Councilman, or designated representatives, shall each receive reimbursement for actual expenses incurred up to 30% of the budgeted line item for attendance at the Mid-Winter meeting or the National convention. These monies shall be inclusive of any expenses incurred and are not meant to compensate either individual in full.
  - C. All Department members, to include the President and National Councilman or designees, and attending the Mid-Winter meeting or the annual National Convention and attending a regularly scheduled meeting shall be eligible to receive reimbursement for actual expenses incurred while attending said meetings when representing the Department. The amount received shall be equal to the remaining budget, after expensing for items 2.C above, for the event divided equally among those eligible.
  - D. Members on orders shall not be eligible for reimbursement of expenses.
  - E. All requests for reimbursement shall require receipts or proof of expense.

## **Department of Minnesota Reserve Officer's Association Expense Payment Policy**

The following policy for payment of expenses incurred by the Department of Minnesota Reserve Officer's Association shall be complied with prior to expense being authorized for payment from Department funds.

1. Payments from Department accounts cannot be made without sufficient funds available in the approved Department budget and in the category from which the expense will be recorded.
2. If sufficient funds are not available for the budgeted line item, the budget may be re-adjusted only with Board approval.
3. Contracts or obligations cannot be entered into on behalf of the Department without approval from the President or Executive Vice-President and sufficient funds projected to be available in the budget.
4. Authorizations for payment must be approved through signature by the Department President or Executive Vice-President before funds can be disbursed from Department monies. This approval shall be made on the bill, receipt, invoice, or payment request which includes the exact amount and description of goods or services received by the Department. If circumstances prevent written authorization before a payment is required, verbal approval will be accepted and a memorandum for record will be created at earliest possible convenience to document the authorization.
5. To ensure separation of duties (to meet auditing and accounting standards) disbursements of Department monies cannot be made by the same individual who authorizes the expense. For example: The Department President cannot authorize for payment, and make the disbursement, for the same good or service.

## **Department of Minnesota Reserve Officer's Association Chapter Disbursement Policy**

Chapters of the Minnesota Reserve Officers Association shall adhere to the following policy to receive disbursement of chapter funds. These funds shall be disbursed from the Department of Minnesota Reserve Officers Association according to the following guidelines.

1. Chapters must meet all requirements cited in the Dept of Mn By-laws, para 3.2 at the time of disbursement.
2. All chapters in compliance with para 3.2 shall receive semi-annual disbursements from the Department based on annual memberships. Chapters not in compliance with these Dept By-laws will have funds held by the department until it is determined by the Board that the chapter has sufficiently met these requirements.
3. Chapters shall receive 50% of their annual membership renewals in two payments. These payments shall be made upon receipt of the reports from National ROA in Oct and April.