

Expense Reimbursement Policy

The Board of Trustees of the RCSRf recognizes that board members, officers, and employees (“Personnel”) of RCSRf may be required to incur expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of RCSRf to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, RCSRf expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend RCSRf’s money as carefully and judiciously as the individual would spend his or her own funds, and incur only expenses contained in a budget approved by the RCSRf Board.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report shall include the individual’s name and an itemized list of all expenses for which reimbursement is requested.

Receipts

- Receipts are required for all expenditures