

TWBC Policy No. 2004-8

TITLE: Reimbursement of Costs

POLICY

TWBC members may be eligible for reimbursement or partial reimbursement of costs for the following items.

	Eligible Item	Authorizing Party
1	Pre-arranged TWBC rides (i.e., ferry tickets)	Ride Captain
2	Pre-arranged TWBC camping trip fees	Ride Captain
3	Costs incurred for a TWBC event (i.e., Daffodil Classic, Bike Expo)	Director of Special Events or Event Director
4	Event in which TWBC is a participant (i.e., booth at a community fair)	Requires Board approval. Can be delegated to the member handling the event.
5	Costs incurred for conducting TWBC activities or business function	Board member or staff member with specific on-going responsibility for the activity
6	Training classes or materials that directly benefit TWBC	Requires Board approval
7	Computer software, printers, computer equipment	Requires Board approval

Costs shall be approved in advance of their occurrence in order to be eligible for reimbursement. Individuals that do not obtain advance approval for costs will not be reimbursed by TWBC, unless otherwise approved by the Board.

Reimbursement for mileage for event sag wagons shall be based on the Internal Revenue Service non-profit related mileage rate.

Reimbursement for ferry tickets and camping fees is intended to promote member participation in activities. The amount of funds for this purpose is limited and full reimbursement may not occur in order to spread the benefits among the membership. In order to be eligible for reimbursement, rides or camping must be well advertised to the membership in advance and occur so that TWBC members would normally be able to participate. The Ride Captain shall be responsible for determining whether full, partial, or no reimbursement is appropriate for a particular ride or camping trip.

Non-members shall not be eligible for reimbursement of costs, except for costs are in support of a TWBC activity or business function and have been approved in advance.

The approving Board member or Event Director shall insure that reimbursed costs comply with the approved TWBC budget and are within the amounts authorized in the budget for the particular category.

Adopted March 9, 2004