

UNITED STATES PONY CLUBS
POLICY STATEMENT

SUBJECT: REIMBURSEMENT OF EXPENSES

POLICY NO: 0700

EFFECTIVE DATE: 11/04/94

REVISED: 2/2/96

I. PHILOSOPHY:

In order to effectively accomplish the Mission of The United States Pony Clubs, Inc., the Board of Governors realizes that out-of-pocket expenses may be incurred by individuals serving USPC in a voluntary capacity. The Board endorses a policy of reimbursement of reasonable expenses submitted by such volunteers while acting in a capacity directed by the Board of Governors, a national committee, a region, or a club.

II. POLICY STATEMENT:

The policy of the Board of Governors is that individuals may be reimbursed for their reasonable, itemized, out-of-pocket expenses.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

- A. The entity (club, region, committee, etc.) offering reimbursement must have determined before an expense is incurred that reimbursement is important to the accomplishment of its goals.
- B. Funds must be available to effect reimbursement.
- C. Expenses to be reimbursed by the corporation will be reported on the standard USPC reimbursement form, with receipts attached.
- D. Payment of expenses will be made after the expense report has been approved by the responsible officer of the entity providing the reimbursement.
- E. Members of the Board of Governors, National Officers, and Committee Chairs may receive expense reimbursement, subject to the approval of the Board and the availability of National or local funds, but not for attendance at an Annual Meeting of the USPC or a regular meeting of the Board of Governors.
- F. A region may reimburse an RS for attendance at the RS training meeting, which is usually held at the USPC Annual Meeting. This reimbursement is allowed even if the RS is a USPC Governor or a Committee Chair.

- G. A club may reimburse a DC for the leadership training portion of the Annual Meeting
- H. Requests submitted to the National Office for reimbursement of expenses must be accompanied by receipts.
 - 1. This applies to tolls, parking, meals, etc.
 - 2. If a receipt has been mislaid, a suitable written explanation might be considered.
- I. Uniform reimbursement for a particular activity is contrary to policy.

IV. **DELEGATION OF AUTHORITY:**

- A. The DC and RS shall have the responsibility for this policy at the local and regional levels.
- B. The VP of Regional Administration, VP of Activities and VP of Instruction shall have the responsibility for this policy at the national level.
- C. The President shall have oversight of this policy.

V. **ENACTMENT:**

Established: _____ Date: 2/2/96
Board President