



Ohio Region Treasury P&P Expense Reimbursement Summary Effective September 2022



General Policy Reminders for Reimbursements:

- Expense reimbursement may be submitted only for approved budgeted items and generally follow division policy. Unless specifically budgeted, expenses greater than \$1,000 requires approval of 50%+ of board.
- **All expenses must be supported with receipts** (exceptions allowed for allocated required dinners/fees, or approval of ARD and RD).
- **Auto** reimbursement will be provided @ \$.56 per mile or actual expense and is only allowed for travel outside your own section. Exceptions require RD approval.
- **Lodging** reimbursement is provided for up to 50% of cost of standard room when needed outside of patroller's home section. If a patroller is pre-approved for the lodging and no one would be available to room with, full reimbursement can be provided with approval of both ARD & RD.
- **Meals** reimbursement for meal costs (without alcohol) as approved by the ARD up to \$55/day – special events are exempt from this limit.
- **Meetings/Events** will be reimbursed per division policy, @ event cost of pre-approved attendance for NSP sponsored events.
- **Other Reimbursements** supplies, postage, copy fees etc will be reimbursed at cost within reason for the particular program and supported by budget availability. Items invoiced to the region will be processed/paid by the Treasurer.

Payment Process:

- Completed expense report and all supporting documents are submitted to the assigned ARD first. If required, any items outside standards will be passed on to RD for next level approval. *AFTER* approved, the full packet is forwarded to the Treasurer for payment.
- Payments will be issued by one of three methods (as chosen by the patroller submitting for reimbursement). 1. Venmo, 2. Zelle transfer or 3. Direct bank pay - check mailed to address provided.

Additional Notes:

- Following Division guidelines – all requests for reimbursements >\$100 must be submitted within 30 days (or by June 15 for late fiscal year items). Expenses under \$100 can be accumulated for submission. Submission significantly outside of these timeframes will require RD approval and may reduce the reimbursement amount.
- Expense Report Form – All reimbursements should be submitted on the latest form available on the region website.