



Ohio Region Treasury P&P Expense Reimbursement Summary Effective July 2023



The following policy and procedures are in effect for the Ohio Region and supersede anything in the existing PnP if differences exist.

General Policy Summary for Reimbursement Items:

Expense reimbursement may be submitted only for approved budgeted items and generally follow division policy. Expenses greater than \$1,000 that are not part of the approved annual budget require 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 @ \$.40 per mile or actual expense (provide gas receipts) and is only allowed for travel outside your own **patrol**. Exceptions require RD approval.
- **Lodging** reimbursement is provided for up to 50% of cost of standard room when needed outside of patroller's home **patrol**. 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. **Room rate not to exceed \$150/night without pre-approval or unless at predefined locations such as division meeting event.**
- **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 electronically to the **assigned Program Advisor if applicable, then on to the ARD**. 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 – bank check mailed to address provided.
- 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, and in line with the current year policy and procedures as approved in the annual region budget.

Personnel allowed to submit expenses to the region:

- Any Patroller that provides support to our region level programs that are requested to travel outside their own area will be allowed to request expense reimbursement per current Ohio Region policy if not able to be reimbursed by their own patrol. Examples include: All region program advisors, staff, and above, SES/TES/Avalanche/MTR Instructors at region events, OEC QA personnel, Evaluators at any senior level exams, requested attendance at Division training events, IT leads for region proficiency programs.
- Those requested to travel on behalf of the region should be provided/advised of region policy in advance.

New PSIA/AASI Support Program:

- Effective with the 23/24 season the Ohio Region will provide \$100 annually to each person with an active certification of Level I or higher that teaches or evaluates for the region in a Snowsports event to include SES, STW, TES, TTW, or senior evaluation during the year. This will help them with either continuing education requirements and/or testing costs and replaces the prior stipend program for SES instructors.