

K. REIMBURSEMENT AND PAYMENT OF EXPENSES

Policy:

Reimbursement and payment of approved expenses shall be made on a timely basis by the Treasurer. Reimbursement requests shall be submitted monthly.

Policy:

Authorization for travel must be approved in advance. COMGA State Representative travel is approved annually through the budget process.

Procedure:

1. Request for reimbursement will be made using the Reimbursement Form within 30 days of the expense occurring.
2. Project Coordinator shall review and approve expenses before submission to the Treasurer.
3. Payments over \$500 require two signatures.
4. Other check signatories include the President and Secretary.
5. Reasonable travel expenses include:
 - a. Mileage paid at the rate approved by the Budget committee or at the rate paid to OSU Extension personnel, whichever is less.
 - b. Any person driving for the benefit of COMGA should minimize risk by keeping their vehicle in good repair, obeying traffic laws, using known routes, using seatbelts, minimizing distractions, driving unimpaired and using common sense.
 - c. Anyone driving on COMGA business must have a current, valid driver's license and liability insurance as required by law. All citations issued to the driver, including but not limited to parking citations, shall be the sole responsibility of the driver.
 - d. Reasonable hotel charges where overnight stay is needed (travel in one day would be hazardous).
 - e. Reasonable meal expenses when traveling.
 - f. No reimbursement is made for entertainment or alcohol while traveling.