

# Financial Reimbursement and Reasonable Cost Policy

**Approval Date:** October 26, 2013; Revised August 23, 2014

**Authority and Responsibilities:** Reimbursement of actual costs incurred in the execution of the business of the Council and the Board may be reimbursed upon approval by majority vote of the Board.

**Bylaws, Article IV, Section 6 (in part).** The Board shall have control and management of the affairs and business of the Council. Expenditures of the funds of the Council shall be by approval of the Board based on a majority vote.

**Bylaws, Article VIII, Section 1.** Finances. Funds of the Council shall be under the supervision of the Board and shall be managed by the Treasurer.

**Bylaws, Article VIII, Section 4.** Disbursement. The Treasurer shall make no disbursement of funds of the Council without authorization of the Board.

All authorizations for cost reimbursements are based on the assumption of reasonable cost. This requires that all persons requesting reimbursement to seek competitive and appropriate pricing, including:

- Coach fare for airline tickets
- Purchase of airline tickets in advance to take advantage of early purchase rates
- Accurate accounting of mileage and gas receipts
- Using appropriately priced motels and rental vehicles (not necessarily the least expensive)

The following information is to be included with the request for reimbursement:

- Name, mailing address, and phone number of requesting party
- Date of the request
- Description and date of the event or service when the costs were incurred
- Total cost of request with itemized receipts

The cost reimbursement request may be mailed, faxed, emailed, or delivered in person to the Treasurer within 3 weeks of the event/service. Receipts are to be taped to a standard piece of paper and may be copied or scanned to PDF file. The Treasurer is to respond within 30-days, either providing a check or an explanation of why the request was denied. The mailing address for the Treasurer is:

Treasurer  
Desert Tortoise Council  
4654 East Avenue S #257B  
Palmdale, CA 93552

The Board has established a standing authorization for reimbursement of costs for attendance by members of the Board at scheduled Board meetings, including the Annual Business Meeting. Motel and individual meal costs are not covered unless specifically authorized by the Board. The following costs are typically reimbursed:

- Fuel (receipt required) or mileage (federal rate) identifying beginning/ending point and destination
- Airline ticket
- Rental car
- Parking

Cost reimbursement is generally provided for travel associated with activities of the Ecosystem Advisory Committee. In addition to reimbursement for gas and airline fees, the cost of motel, meals, and internet access may also be authorized.

Cost reimbursement may be provided to invited speakers and volunteers at the Symposium, Techniques Workshop, and other Council sponsored events. In addition to travel costs, registration fees, internet access, and meals may be provided at the discretion of the Annual Symposium Program Committee and Local Host Committee chairpersons, or the Techniques Workshop Chairperson, within the budget limits established by the Board.