



THE NINETY-NINES, INC.
STANDARD OPERATING POLICY
REIMBURSEMENT POLICY

1. **Purpose:** To maintain consistency and provide guidance and information and ensure equity and consistency in providing reimbursements.
2. **Applicability:** Members of the IBOD; committee chairs; others as applicable
3. **Background:**
 - 3.1 The annual budget provides funds for each member of the IBOD to use to defray a portion of the expenses incurred due to service on the IBOD.
 - 3.2 This policy will provide guidance on what specific items are eligible for inclusion for reimbursement, and for the timing of reimbursement request submittals.
 - 3.3 This policy will outline the process for non-IBOD members to request reimbursement, both from a timing standpoint as well as whether pre-approval is required for certain types/amounts of expenses.
 - 3.4 This policy will address both IBOD and non-IBOD member expense reimbursement requests.
4. **Officers' and Directors' Budgets:**
 - 4.1 Each year, the budget allocation for each officer's/director's expense is split between the incoming and outgoing officer/director on a percentage basis for the number of days each officer/director is in office.
 - 4.2 At the spring meeting the Board will review the budget for the officers'/directors' allowances. This will be presented, along with the annual budget, to the members at the subsequent Annual Meeting.
 - 4.3 Budgets for President and Vice President: Additional funds will be allocated to the budgets of the President and Vice President to fulfill the additional duties of their offices.
5. **Reimbursement Policy:**
 - 5.1 IBOD Members
 - 5.1.1 **Section Meetings:** Each IBOD member is expected to attend a Spring and Fall Section meeting other than her own as the representative of the IBOD.
 - 5.1.1.1 If the host Section does not offer complimentary hotel and registration fees, those expenses are eligible for reimbursement.
 - 5.1.1.2 Airfare at coach advance purchase rate or fuel for flying a private plane or driving to and from the Section meeting is eligible for reimbursement.
 - 5.1.1.3 Car rental or transfers reasonable and necessary for the trip are eligible expenses for reimbursement.
 - 5.1.2 **Spring/Fall IBOD meeting**
 - 5.1.2.1 Hotel expenses for the necessary length of stay, including any nights allocated to a Board retreat, are eligible for reimbursement.
 - 5.1.2.2 Airfare at coach advance purchase rate or fuel for flying a private plane or driving to and from the IBOD meeting is eligible for reimbursement.
 - 5.1.2.3 Car rental or transfers reasonable and necessary for the trip are eligible expenses for reimbursement.

- 5.1.3 **International Conference & Career Expo (ICCE):** IBOD members and members-elect are expected to attend the ICCE.
 - 5.1.3.1 Hotel expenses for the necessary length of stay to account for performance of IBOD duties are eligible for reimbursement. Extra nights to accommodate optional tours are excluded.
 - 5.1.3.2 Airfare at coach advance purchase rate or fuel for flying a private plane or driving to and from the ICCE is eligible for reimbursement.
 - 5.1.3.3 Car rental or transfers reasonable and necessary for the trip are eligible expenses for reimbursement.
- 5.1.4 **President and Vice President**
 - 5.1.4.1 **President** – The President may be reimbursed for additional expenses incurred while representing the organization and carrying out her duties and for other reasonable and necessary expenses incurred in the administration of her office.
 - 5.1.4.2 **Vice President** - The Vice President may be reimbursed for additional expenses incurred while representing the organization and carrying out her duties.

5.2 Non-IBOD member reimbursement requests

- 5.2.1 Expenses may be reimbursed to a committee member/chair if those claimed expenses are directly related to the function of the committee. The expense reimbursement request should clearly indicate the committee under which the reimbursement is being requested for proper allocation
- 5.2.2 Expenses to be reimbursed shall be allocated to the corresponding item in the budget.
- 5.2.3 Any “other expenses” submitted for reimbursement shall be pre-approved in advance by the President and Treasurer.
- 5.2.4 Occasional expenses under \$25 are exempt from the pre-approval requirement.

5.3 Requests requiring prior approval

- 5.3.1 Reimbursement requests that a) exceed the amount of budgeted funds available, b) are outside of the committee’s normal course of activities, and/or c) are submitted for an activity for which a budget line item does not exist, need to be approved in advance from either the President or Treasurer prior to reimbursement. Reimbursement requests that fall into the categories above and that are submitted without evidence of pre-approval are subject to additional review and possible rejection.

6. Procedure:

- 6.1 The approved reimbursement form, together with all receipts, shall be submitted to the President, Treasurer and HQ. If the President or Treasurer is seeking reimbursement, then that position shall be replaced by the Vice-President.
- 6.2 Members are highly encouraged to submit the completed paperwork within forty-five (45) days of incurring the expense.
- 6.3 Members shall submit expenses in the same fiscal year as they are incurred.
- 6.4 In the event an expense is incurred within thirty (30) days of the end of the fiscal year, the member shall notify the Treasurer and HQ in order that the proper end of year accounting notations can be made.
- 6.5 Any expense incurred in any currency other than US dollars shall be translated into US dollars on the transaction date based on the interbank currency conversion rate on that date according to <https://www.ofx.com/en-us/exchange-rates/>.

7. **Approval:**

7.1 Authorizing Body: International Board of Directors.

7.2 Approval Date: This Reimbursement Policy was approved on August 17, 2021.