

North Carolina Society of Medical Assistants

EXPENSE VOUCHER

Please list all items for which you are requesting reimbursement. See NCSMA Reimbursement Guidelines for a description of reimbursable expenses. Committee members should send this expense voucher to their respective committee chairman who will relay it to the President and President-Elect for approval.

Date: _____

Pay to:
NAME: _____

NCSMA AFFILIATION: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

The following expenses should be charged to: _____
(Name of Committee or Office)

YOU MUST SUBMIT RECEIPTS, NO RECEIPTS, NO REIMBURSEMENT!

	SUBMITTED EXPENSE	NON-SUBMITTED EXPENSE
Postage	\$	\$
Telephone	\$	\$
Travel (itemize below)	\$	\$
½ of room rate	\$	\$
Miles X \$0.25	\$	\$
Miscellaneous: (itemize below)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL AMOUNT	\$	\$

AUTHORIZED BY: _____
(Committee Chairman)

APPROVED BY: _____
(NCSMA President)

APPROVED BY: _____
(NCSMA President-Elect)

DATE PAID: _____ CHECK# _____ AMOUNT \$ _____

PAID BY: _____

NCSMA Policies and Procedures for Reimbursement of Expenses

Travel and other expenses will be reimbursed within the limits established by the Internal Revenue Service and the Board of Directors. Completed expense vouchers approved by the Committee Chair or officer, along with supporting documentation, including invoices, receipts, or telephone logs are forwarded, via mail, email attachment or fax to the President-Elect and then the President for their approval before being forwarded to the Treasurer for payment. Any questions regarding the expenses should be resolved prior to payment. A blank or incomplete voucher should never be approved or paid. Over budgeted items should be brought to the attention of the Board of Directors for approval before they are paid. Vouchers must be submitted within sixty (60) days from the date the expense is incurred. Vouchers submitted after this deadline will have to be approved by the Board of Directors before they are paid. NCSMA Budget is from convention to convention. Expenses incurred by an officer or committee will be expensed to the budget year in which they served. It is the responsibility of the officer or committee chair to know the amount budgeted for their office or committee and to keep an accurate account of the amount available for use. The NCSMA Treasurer will keep an independent record and provide a copy of the budget usage at each Board meeting. Any discrepancies should be brought to the attention of the NCSMA Treasurer as soon as they are noticed for resolution. Any officer or committee chairman who feels the budgeted amounts are inadequate may submit their recommendation to the Budget and Finance Committee for consideration in the upcoming budget year. Anticipated expenses that will be over the budgeted amount should be brought to the attention of the Board of Directors or Executive Council for approval prior to the expenses being incurred.

Reimbursable Expenses

1. Automobile: Round trip mileage expenses, at \$0.25 per mile, will be reimbursed
 - for elected officers (i.e. President, Vice -President, President Elect, Secretary, Treasurer, Speaker, Vice-Speaker and Immediate Past President) and Parliamentarian for each Board Meeting attended.
 - for Committee members attending functions other than NCSMA meetings as part of the required and/or assigned duties of their committee as described in the NCSMA Committee Guidelines or by approval of the Board of Directors.
 - elected officers asked to represent NCSMA at chapter officer installations or medical assisting program pinning ceremonies (chapters or MA programs inviting the elected officer will be responsible for all other expenses)
 - or other NCSMA members who have been granted permission to represent NCSMA by the Board of Directors
2. Phone Calls: Personal calls made to home or related to other personal business are not reimbursable. Calls made for NCSMA business must be accompanied by a telephone log detailing date, person called and business discussed along with a copy of the telephone bill to be reimbursed.
3. Materials, supplies and postage pertaining to the business of the committee or office held as long as they are within their budget allocation.
4. Hotel: One half (1/2) of double occupancy rate of the hotel is the maximum that will be reimbursed. If the hotel room is shared by more than two persons, then the member will only be reimbursed her/his portion of the room. (i.e. 1/3, 1/4, etc.)
 - for elected officers, Immediate Past President, Chaplain and Parliamentarian at NCSMA seminars (2 night maximum) and convention (3 night maximum)
 - for Committee members attending functions other than NCSMA meetings as part of the required and/or assigned duties of their committee as described in the NCSMA Committee Guidelines or by approval of the Board of Directors.
 - for other NCSMA members who have been granted permission to attend functions by the Board of Directors other than NCSMA meetings.

(Newly elected officers will receive no reimbursement for expenses at convention. Outgoing officers will be reimbursed.)

RATIONALE: Outgoing officers are required to attend various functions, preconvention board meeting, House of Delegates, Awards Luncheon, President's Banquet, Sunday Breakfast, First Timers and Students Break.)

Reimbursable Expenses for Delegates and Alternates to National Convention

The Budget shall be set at an amount determined by the Budget and Finance Committee for each delegate and first and second alternate.

1. Automobile: Round trip mileage expenses, at \$0.25 per mile, will be reimbursed up to the amount of round trip coach fare. Travel to the airport is reimbursable.
2. Air Travel: Coach class is reimbursable. Whenever possible, tickets should be purchased at least one month in advance to take advantage of discount fares. First-class travel is not reimbursable. A copy of the itinerary including amount paid must be submitted with expense voucher. If you choose to fly first class or by private plane, or alter your itinerary, you will be expected to pay the difference between direct round-trip coach fare and the alterations you have made.
3. Disbursement of a flat rate of \$40.00 per day times the number of days at the convention plus one travel day (maximum of 6 days) shall be made and shall be total disbursement for meals, tips, ground transportation between the airport and hotel and any parking fees.
4. Hotel: One half (1/2) of double occupancy rate of the hotel is the maximum that will be reimbursed. If the hotel room is shared by more than two persons, then the member will only be reimbursed her/his portion of the room. (i.e. 1/3, 1/4, etc.)
5. Delegates and the two alternates are eligible to be reimbursed registration in an amount not to exceed the lowest AAMA member package rate.
6. Over budgeted expenses for delegates and alternates are not reimbursed, unless there are extenuating circumstances. The circumstances and over budgeted amounts must be brought before the Board of Directors for consideration and approval before the expenses can be reimbursed.
7. Delegates and alternates will be advanced one-half (1/2) of the budgeted amount prior to the convention registration deadline. The remaining funds will be reimbursed upon receipt of a completed and approved voucher by the Treasurer.

Non Reimbursable Expenses

Meals (except for AAMA Delegates and Alternates per diem), personalized stationery, cards, favors, gifts, stickers, erasers, pencils, pens, magnets, candy, etc or any personal items or registration for educational events.