

Policy on Reimbursement

DATE OF EFFECT: 11-26-2025

LAST REVISED: 11-26-2025

PURPOSE & SCOPE

The purpose of this policy is to outline the guidelines and procedures for reimbursing reasonable and necessary expenses incurred by individuals conducting approved functions on behalf of Rural Artists Against Hate (RAAH).

PRINCIPLES OF REIMBURSEMENT

Necessity: Only expenses that are necessary to carry out RAAH's approved operations or projects will be reimbursed.

Approval: Expenses must relate to activities that are pre-approved or clearly within the scope of an approved budget line, as authorized by the Delegation of Financial Authority in the Policy on Finance and Audit.

Documentation: Original receipts or other acceptable documentation are required for all reimbursement claims.

Reasonableness: Reimbursements will be limited to reasonable costs for the goods or services procured. Excessive or lavish spending will not be reimbursed.

ELIGIBLE REIMBURSEMENT EXPENSES

Eligible reimbursement expenses are subject to annual budget approval, and approved budget lines. These expenses include:

Supplies and Materials: Direct costs for supplies, materials, or services that are not already covered under the Policy on Volunteer Compensation (e.g., art materials specifically purchased for a project outside the scope of "Paint Go Kits").

Event-Related Costs: Pre-approved costs associated with hosting or attending RAAH events (e.g., venue fees, authorized catering).

Funding/Grant Specific Spending: Pre-approved costs associated with specific project funds as outlined by approved funding agreements.

INELIGIBLE REIMBURSEMENT EXPENSES

The following expenses will not be reimbursed:

- Personal items or expenses not directly related to the approved project.
- Expenses incurred prior to approvals being conducted.
- Expenses made without original, itemized receipts.
- Fines, penalties, or traffic violations.
- Costs for general art supplies covered by the RAAH's "Paint Go Kit" program.

PAYMENT

Payment will be issued by the Treasurer following approval, subject to the organization's cash flow.

FINANCIAL REPORTING & OVERSIGHT

All reimbursement expenditures must be accounted for against the relevant approved budget line.

The Treasurer is responsible for ensuring that all reimbursed funds are properly recorded in the financial statements.

The Finance and Audit Committee will include a review of expense claims and adherence to this policy during its bi-annual review of financial statements and the annual budget-to-actual comparison reports, ensuring compliance with adequate internal controls.

MONITORING AND EVALUATION

The Finance and Audit Committee will monitor the implementation of this policy by periodically reviewing a sample of submitted reimbursement claims and ensuring compliance with the approved budget.