

Connecticut Region NSP Expense Reimbursement Policy

The purpose of this document is to outline the policy for expense reimbursement related to program delivery in the Connecticut Region. This is to serve as a general guide, rather than as an all-encompassing document.

- A. Receipts for expenses, including meals, lodging, travel and miscellaneous expenses, must accompany all reimbursement requests. **The receipts must show the items purchased. There will be no reimbursement for any alcoholic beverages.** Alcoholic beverages **cannot** be listed on the same receipt as meals.
- B. The Connecticut Region will reimburse for mileage for the portion of trips that exceed 100 miles round trip, at the rate per mile specified on the Connecticut Region Website. This amount is subject to change at the end of each fiscal year based on 60% of the current IRS business mileage rate.
- C. Members are strongly urged to select the most economical and appropriate means of transportation for the activity being conducted. Carpooling is encouraged.
- D. The Connecticut Region will reimburse Patrollers for reasonable costs for lodging expense while attending multi-day Connecticut Region sponsored events. If events do not include lodging at a negotiated rate, it is assumed that Patrollers will do their best to avoid excessive lodging costs.

General guidelines:

- Allow one night’s lodging for a 2-day event
- RD approval is required for any exceptions
- E. Expenses must be submitted using the Connecticut Region reimbursement form located on the Connecticut Region website.
- F. Any expense reports submitted to the Treasurer for reimbursement by the Connecticut Region more than 60 days after the event is completed will not be reimbursed unless the regional director approves the payment. All expenses incurred in a fiscal year must be submitted by March 31. If an activity occurs beyond that timeframe, the region director must approve reimbursement.
- G. Authorization for expenses:

Expenses Incurred By	Approved By
Patroller/Instructor/TE/IT	Program Advisor
Program Advisor	Region Director
Region Director	Treasurer
Section Chief/Alternate Region Director	Region Director
Treasurer	Region Director